



ORGANIC FARMERS & GROWERS LTD

ORGANIC STANDARDS AND CERTIFICATION MANUAL

**OF&G Certification Programme
Partnership Programme**

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Publication and Revision Details

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1.1 Using this Manual

1.1.01	Producers wishing to apply for registration with OF&G must ensure that they familiarise themselves with the contents of this Manual where relevant to their operation.
1.1.02	Operators must ensure that they keep this Manual up-to-date by incorporating amendments as they are issued by OF&G. Obsolete pages must be disposed of.
1.1.03	Each section has its own Contents Page, which lists the chapter headings within the section and the date of revision. When a revision to any of the pages is issued, a new Contents Page will also be issued which will show the date of the revision.
1.1.04	It is a condition of certification with OF&G that all operators must read the Technical Newsletters that we send out regularly. These newsletters will provide important information on any standards changes.
1.1.05	All information in this Manual was correct at time of going to press but is subject to change.

Identification of the EU Regulation

1.1.05	<p>The text from the EU regulation is prefixed by the regulation reference number at the beginning of the text as in the following example:</p> <div style="text-align: center;"> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">EU Regulation Identifier</td> </tr> </table> <p>↓</p> <p>1.3 (834/2007) Whereas</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">OF&G Standards Manual reference</td> <td style="padding: 5px;">1.3.01</td> <td style="padding: 5px;">The production and sale of organic products in the European Union is governed by law, Council Regulation (EC) 834/2007 (in part below) sets out the framework for the organic regulation and gives the basis for the National Implementing Rules 889/2008, 1235/2008 and others.</td> </tr> <tr> <td style="padding: 5px;">EU Regulation Section Number</td> <td style="padding: 5px;">1.3.02</td> <td style="padding: 5px;">(1) Organic production is an overall system of farm management and food production that combines best environmental practices, a high level of biodiversity, the preservation of natural resources, the application of high animal welfare standards and a production method in line with the preference of certain consumers for products produced using natural substances and processes. The organic production method thus plays a dual societal role, where it on the one hand provides for a specific market responding to a consumer demand for organic products, and on the other hand delivers public goods contributing to the protection of the environment and animal welfare, as well as to rural development.</td> </tr> </table> </div>	EU Regulation Identifier	OF&G Standards Manual reference	1.3.01	The production and sale of organic products in the European Union is governed by law, Council Regulation (EC) 834/2007 (in part below) sets out the framework for the organic regulation and gives the basis for the National Implementing Rules 889/2008, 1235/2008 and others.	EU Regulation Section Number	1.3.02	(1) Organic production is an overall system of farm management and food production that combines best environmental practices, a high level of biodiversity, the preservation of natural resources, the application of high animal welfare standards and a production method in line with the preference of certain consumers for products produced using natural substances and processes. The organic production method thus plays a dual societal role, where it on the one hand provides for a specific market responding to a consumer demand for organic products, and on the other hand delivers public goods contributing to the protection of the environment and animal welfare, as well as to rural development.
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Identification of OF&G Standards and Guidance Notes

1.1.06	The OF&G Standards expand on areas of the EU Regulation where this is open to interpretation and for areas not covered by the EU Regulation. The OF&G Standards are identified by the use of the normal font style (this style) but without the reference number for the EU regulation as shown in the example above.
1.1.07	OF&G Guidance Notes explain the meaning of the preceding Standards and are indicated by the <i>italic</i> font style. Where the text requires that an operator 'should' carry out an operation, this indicates that the action is recommended as 'best practice' but not obligatory.
1.1.08	Where a practice or material is 'permitted' this may be carried out or used without any restriction.
1.1.09	Where a practice or material is indicated with 'Must be approved before use' or requires that approval be obtained, the operator must obtain permission from the OF&G office. Failure to do so before use may result in loss of certification for the livestock, products or area of land affected.
1.1.10	Where a material is not listed in this Manual as a permitted or restricted input or is specifically prohibited, any use may be considered to be a manifest infringement of these standards and may result in loss of certification for the livestock, products or area of land, depending upon the nature of the infringement.

1.2 Introduction to Organic Farming

1.2.01	Organic farming is a sustainable farming system that combines modern science and technology with traditional farming practices to maintain the long-term fertility of the soil and use less of the Earth's finite resources whilst producing high quality, nutritious food.
1.2.02	Organic techniques have been developed from an understanding of and research into soil science, crop breeding, animal husbandry and ecology. The maintenance of soil fertility relies principally on the use of legumes, crop rotations, the application of composted animal manures and ground rock minerals. Pests, diseases and weeds are normally controlled by choice of appropriate species and varieties, appropriate rotations, mechanical cultivation, protection of natural pest enemies, physical barriers and thermal processes.
1.2.03	Artificial fertilisers, pesticides, growth regulators and livestock feed additives are generally prohibited although some specified materials can be used in severely restricted circumstances.
1.2.04	In July 2003, the role of the UK Competent Authority was taken over by the Rural Affairs Minister of the Department for Environment, Food and Rural Affairs (Defra) in consultation with the devolved regional administrations: Scottish Executive Environment and Rural Affairs Department (SEERAD) National Assembly of Wales Agricultural Department (NAWAD) Department of Agriculture and Rural Development Northern Ireland (DARDNI)

1.3 (834/2007) Whereas

1.3.01	The production and sale of organic products in the European Union is governed by law; Council Regulation (EC) 834/2007 (in part below) sets out the framework for the organic regulation and gives the basis for the National Implementing Rules 889/2008, 1235/2008 and others.
1.3.02	(1) Organic production is an overall system of farm management and food production that combines best environmental practices, a high level of biodiversity, the preservation of natural resources, the application of high animal welfare standards and a production method in line with the preference of certain consumers for products produced using natural substances and processes. The organic production method thus plays a dual societal role, where it on the one hand provides for a specific market responding to a consumer demand for organic products, and on the other hand delivers public goods contributing to the protection of the environment and animal welfare, as well as to rural development.
1.3.03	(2) The share of the organic agricultural sector is on the increase in most Member States. Growth in consumer demand in recent years is particularly remarkable. Recent reforms of the common agricultural policy, with its emphasis on market-orientation and the supply of quality products to meet consumer demands, are likely to further stimulate the market in organic produce. Against this background the legislation on organic production plays an increasingly important role in the agricultural policy framework and is closely related to developments in the agricultural markets.
1.3.04	(3) The Community legal framework governing the sector of organic production should pursue the objective of ensuring fair competition and a proper functioning of the internal market in organic products, and of maintaining and justifying consumer confidence in products labelled as organic. It should further aim at providing conditions under which this sector can progress in line with production and market developments.

1.3.05	(4) The Communication from the Commission to the Council and the European Parliament on a European Action Plan for Organic Food and Farming proposes to improve and reinforce the Community's organic farming standards and import and inspection requirements. In its conclusions of 18 October 2004, the Council called on the Commission to review the Community legal framework in this field with a view to ensure simplification and overall coherence and in particular to establish principles encouraging harmonisation of standards and, where possible, to reduce the level of detail.
1.3.06	(5) It is therefore appropriate to define more explicitly the objectives, principles and rules applicable to organic production, in order to contribute to transparency and consumer confidence as well as to a harmonised perception of the concept of organic production.
1.3.07	(6) To that end, Council Regulation (EEC) No 2092/91 of 24 June 1991 on organic production of agricultural products and indications referring thereto on agricultural products and foodstuffs should be repealed and replaced by a new regulation.
1.3.08	(7) A general Community framework of organic production rules should be established with regard to plant, livestock, and aquaculture production, including rules for the collection of wild plants and seaweeds, rules on conversion, as well as rules on the production of processed food, including wine, and feed and organic yeast. The Commission should authorise the use of products and substances and decide on methods to be used in organic farming and in the processing of organic food.
1.3.09	(8) The development of organic production should be facilitated further, in particular, by fostering the use of new techniques and substances better suited to organic production.
1.3.10	(9) Genetically modified organisms (GMOs) and products produced from or by GMOs are incompatible with the concept of organic production and consumers' perception of organic products. They should therefore not be used in organic farming or in the processing of organic products.
1.3.11	(10) The aim is to have the lowest possible presence of GMOs in organic products. The existing labelling thresholds represent ceilings which are exclusively linked to the adventitious and technically unavoidable presence of GMOs.
1.3.12	(11) Organic farming should primarily rely on renewable resources within locally organised agricultural systems. In order to minimise the use of non-renewable resources, wastes and by-products of plant and animal origin should be recycled to return nutrients to the land.
1.3.13	(12) Organic plant production should contribute to maintaining and enhancing soil fertility as well as to preventing soil erosion. Plants should preferably be fed through the soil ecosystem and not through soluble fertilisers added to the soil.
1.3.14	(13) The essential elements of the organic plant production management system are soil fertility management, choice of species and varieties, multi-annual crop rotation, recycling organic materials and cultivation techniques. Additional fertilisers, soil conditioners and plant protection products should only be used if they are compatible with the objectives and principles of organic production.
1.3.15	(14) Livestock production is fundamental to the organisation of agricultural production on organic holdings in so far as it provides the necessary organic matter and nutrients for cultivated land and accordingly contributes towards soil improvement and the development of sustainable agriculture.

1.3.16	(15) In order to avoid environmental pollution, in particular of natural resources such as the soil and water, organic production of livestock should in principle provide for a close relationship between such production and the land, suitable multi-annual rotation systems and the feeding of livestock with organic-farming crop products produced on the holding itself or on neighbouring organic holdings.
1.3.17	(16) As organic stock farming is a land-related activity animals should have, whenever possible, access to open air or grazing areas.
1.3.18	(17) Organic stock farming should respect high animal welfare standards and meet animals' species-specific behavioural needs while animal health management should be based on disease prevention. In this respect, particular attention should be paid to housing conditions, husbandry practices and stocking densities. Moreover, the choice of breeds should take account of their capacity to adapt to local conditions. The implementing rules for livestock production and aquaculture production should at least ensure compliance with the provisions of the European Convention for the Protection of Animals kept for Farming purposes and the subsequent recommendations by its standing committee (T-AP).
1.3.19	(18) The organic livestock production system should aim at completing the production cycles of the different livestock species with organically reared animals. It should therefore encourage the increase of the gene pool of organic animals, improve self reliance and thus ensure the development of the sector.
1.3.20	(19) Organic processed products should be produced by the use of processing methods which guarantee that the organic integrity and vital qualities of the product are maintained through all stages of the production chain.
1.3.21	(20) Processed food should be labelled as organic only where all or almost all the ingredients of agricultural origin are organic. However, special labelling provisions should be laid down for processed foods which include agricultural ingredients that cannot be obtained organically, as it is the case for products of hunting and fishing. Moreover, for the purpose of consumer information, transparency in the market and to stimulate the use of organic ingredients, it should also be made possible to refer to organic production in the ingredients list under certain conditions.
1.3.22	(21) It is appropriate to provide for flexibility as regards the application of production rules, so as to make it possible to adapt organic standards and requirements to local climatic or geographic conditions, specific husbandry practices and stages of development. This should allow for the application of exceptional rules, but only within the limits of specific conditions laid down in Community legislation.
1.3.23	(22) It is important to maintain consumer confidence in organic products. Exceptions from the requirements applicable to organic production should therefore be strictly limited to cases where the application of exceptional rules is deemed to be justified.
1.3.24	(23) For the sake of consumer protection and fair competition, the terms used to indicate organic products should be protected from being used on non-organic products throughout the Community and independently of the language used. The protection should also apply to the usual derivatives or diminutives of those terms, whether they are used alone or combined.
1.3.25	(24) In order to create clarity for consumers throughout the Community market, the EU logo should be made obligatory for all organic pre-packaged food produced within the Community. It should otherwise be possible to use the EU logo on a voluntary basis in the case of non pre-packaged organic products produced within the Community or any organic products imported from third countries.

1.3.26	(25) It is however considered appropriate to limit the use of the EU logo to products which contain only, or almost only, organic ingredients in order not to mislead consumers as to the organic nature of the entire product. It should therefore not be allowed to use it in the labelling of in-conversion products or processed foodstuffs of which less than 95 % of its ingredients of agricultural origin are organic.
1.3.27	(26) The EU logo should under no circumstances prevent the simultaneous use of national or private logos.
1.3.28	(27) Moreover, for the sake of avoiding deceptive practices and any possible confusion amongst consumers on the Community or non-Community origin of the product, whenever the EU logo is used, consumers should be informed about the place where the agricultural raw materials of which the product is composed have been farmed.
1.3.29	(28) The Community rules should promote a harmonised concept of organic production. The competent authorities, control authorities and control bodies should refrain from any conduct that might create obstacles to the free movement of compliant products that have been certified by an authority or body located in another Member State. They should in particular not impose any additional controls or financial burdens.
1.3.30	(29) For the sake of consistency with Community legislation in other fields, in the case of plant and livestock production, Member States should be allowed to apply within their own territories, national production rules which are stricter than the Community organic production rules, provided that these national rules also apply to non-organic production and are otherwise in conformity with Community law.
1.3.31	(30) The use of GMOs in organic production is prohibited. For the sake of clarity and coherence, it should not be possible to label a product as organic where it has to be labelled as containing GMOs, consisting of GMOs or produced from GMOs.
1.3.32	(31) In order to ensure that organic products are produced in accordance with the requirements laid down under the Community legal framework on organic production, activities performed by operators at all stages of production, preparation and distribution of organic products should be submitted to a control system set up and managed in conformity with the rules laid down in Regulation (EC) No 882/2004 of the European Parliament and of the Council of 29 April 2004 on official controls performed to ensure the verification of compliance with feed and food law, animal health and animal welfare rules ⁽¹⁾ . ⁽¹⁾ OJ L 165, 30.4.2004, p. 1. Corrected by OJ L 191, 28.5.2004, p. 1.
1.3.33	(32) It might in some cases appear disproportionate to apply notification and control requirements to certain types of retail operators, such as those who sell products directly to the final consumer or user. It is therefore appropriate to allow Member States to exempt such operators from these requirements. However, in order to avoid fraud it is necessary to exclude from the exemption those retail operators who produce, prepare or store products other than in connection with the point of sale, or who import organic products or who have contracted out the aforesaid activities to a third party.
1.3.34	(33) Organic products imported into the European Community should be allowed to be placed on the Community market as organic, where they have been produced in accordance with production rules and subject to control arrangements that are in compliance with or equivalent to those laid down in Community legislation. In addition, the products imported under an equivalent system should be covered by a certificate issued by the competent authority, or recognised control authority or body of the Third Country concerned.

1.3.35	(34) The assessment of equivalency with regard to imported products should take into account the international standards laid down in <i>Codex Alimentarius</i> .
1.3.36	(35) It is considered appropriate to maintain the list of Third Countries recognised by the Commission as having production standards and control arrangement which are equivalent to those provided for in Community legislation. For Third Countries which are not included in that list, the Commission should set up a list of control authorities and control bodies recognised as being competent for the task of ensuring controls and certification in Third Countries concerned.
1.3.37	(36) Relevant statistical information should be collected in order to obtain reliable data needed for the implementation and follow-up of this Regulation and as a tool for producers, market operators and policy makers. The statistical information needed should be defined within the context of the Community Statistical Programme.
1.3.38	(37) This Regulation should apply from a date which gives the Commission sufficient time to adopt the measures necessary for its implementation.
1.3.39	(38) The measures necessary for the implementation of this Regulation should be adopted in accordance with Council Decision 1999/468/EC of 28 June 1999 laying down the procedures for the exercise of implementing powers conferred on the Commission.
1.3.40	(39) The dynamic evolution of the organic sector, certain highly sensitive issues linked to the organic production method and the need to ensure a smooth functioning of the internal market and control system makes it appropriate to provide for a future review of the Community rules on organic farming, taking into account the experience gained from the application of these rules.
1.3.41	(40) Pending the adoption of detailed Community production rules for certain animal species and aquatic plants and micro-algae, Member States should have the possibility to provide for the application of national standards or, in the absence thereof, private standards accepted or recognised by the Member States,

1.4 Article 1 (834/2007) Aim and Scope

1.4.01	<p>1. This Regulation provides the basis for the sustainable development of organic production while ensuring the effective functioning of the internal market, guaranteeing fair competition, ensuring consumer confidence and protecting consumer interests.</p> <p>It establishes common objectives and principles to underpin the rules set out under this Regulation concerning:</p> <p>(a) All stages of production, preparation and distribution of organic products and their control;</p> <p>(b) The use of indications referring to organic production in labelling and advertising.</p>
1.4.02	<p>2. This Regulation shall apply to the following products originating from agriculture, including aquaculture, where such products are placed on the market or are intended to be placed on the market:</p> <p>(a) Live or unprocessed agricultural products;</p> <p>(b) Processed agricultural products for use as food;</p> <p>(c) Feed;</p> <p>(d) Vegetative propagating material and seeds for cultivation.</p> <p>The products of hunting and fishing of wild animals shall not be considered as organic production.</p> <p>This Regulation shall also apply to yeasts used as food or feed.</p>

1.4.03	<p>3. This Regulation shall apply to any operator involved in activities, at any stage of production, preparation and distribution, relating to the products set out in Section 1.4.02.</p> <p>However, mass catering operations shall not be subject to this Regulation. Member States may apply national rules or, in the absence thereof, private standards, on labelling and control of products originating from mass catering operations, in so far as the said rules comply with Community Law.</p>
1.4.04	<p>4. This Regulation shall apply without prejudice to other community provisions or national provisions, in conformity with Community law concerning products specified in this Article, such as provisions governing the production, preparation, marketing, labelling and control, including legislation on foodstuffs and animal nutrition.</p>

1.5 Article 3 (834/2007) Objectives

1.5.01	<p>Organic production shall pursue the following general objectives:</p> <p>(a) Establish a sustainable management system for agriculture that:</p> <ul style="list-style-type: none"> (i) Respects nature's systems and cycles and sustains and enhances the health of soil, water, plants and animals and the balance between them; (ii) Contributes to a high level of biological diversity; (iii) Makes responsible use of energy and the natural resources, such as water, soil, organic matter and air; (iv) Respects high animal welfare standards and in particular meets animals' species specific behavioural needs; <p>(b) Aim at producing products of high quality:</p> <p>(c) Aim at producing a wide variety of foods and other agricultural products that respond to the consumer's demand for goods produced by the use of processes that do not harm the environment, human health, plant health or animal health and welfare.</p>
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1.6 Article 4 (834/2007) Overall principles

1.6.01	<p>Organic products shall be based on the following principles:</p> <p>(a) The appropriate design and management of biological processes based ecological systems using natural resources which are internal to the system by methods that:</p> <ul style="list-style-type: none"> (i) Use living organisms and mechanical production methods; (ii) Practice land related crop and livestock production or practice aquaculture that complies with the principles of sustainable exploitation of fisheries; (iii) Excludes the use of GMOs and products produced from or by GMOs with the exception of veterinary medicinal products; (iv) Are based on risk assessment, and the use of precautionary and preventative measures, when appropriate. <p>(b) The restriction of the use of external inputs. Where external inputs are required or the appropriate management practices and methods referred to in paragraph (a) do not exist, these shall be limited to:</p> <ul style="list-style-type: none"> (i) Inputs from organic production; (ii) Natural or naturally derived substances; (iii) Low solubility mineral fertilisers.
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1.6.01 cont.	<p>(c) The strict limitation of the use of chemically synthesised inputs to exceptional cases these being:</p> <ul style="list-style-type: none"> (i) Where the appropriate management practices do not exist; and (ii) The external inputs referred to in paragraph (b) are not available on the Market; or (iii) Where the use of external inputs referred to in paragraph (b) contributed to unacceptable environmental inputs. <p>(d) The adaptation, where necessary, and within the framework of this regulation, of the rules of organic production taking account of sanitary status, regional differences in climate and local condition, stages of development and specific husbandry practices.</p>
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1.7 Article 8 (834/2007) General requirements

1.7.01	Operators shall comply with the production rules set out in this Title and with the implementing rules provided for in Section 1.16.01 (a).
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1.8 Article 9 (834/2007) Prohibition on the use of GMOs

1.8.01	1. GMOs and products produced from or by GMOs shall not be used as food, feed, processing aids, plant protection products, fertilisers, soil conditioners, seeds, vegetative propagating material, micro-organisms and animals in organic production.
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1.9 Article 11 (834/2007) General farm production rules

1.9.01	The entire agricultural holding shall be managed in compliance with the requirements applicable to organic production. However, in accordance with specific conditions to be laid down in accordance with the procedure referred to in Section 1.15.02, a holding may be split up into clearly separated units or aquaculture production sites which are not all managed under organic production. As regards animals, different species shall be involved. As regards aquaculture the same species may be involved, provided that there is adequate separation between the production sites. As regards plants, different varieties that can be easily differentiated shall be involved. Where, in accordance with the second subparagraph, not all units of a holding are used for organic production, the operator shall keep the land, animals, and products used for, or produced by, the organic units separate from those used for, or produced by, the non-organic units and keep adequate records to show the separation
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1.10 Article 16 (834/2007) Products and substances used in organic farming and criteria for their authorisation

1.10.01	<p>1. The Commission shall, in accordance with the procedure referred to in Section 1.15.02, authorise for use in organic production and include in a restricted list the products and substances, which may be used in organic farming for the following purposes:</p> <ul style="list-style-type: none"> (a) As plant protection products; (b) As fertilisers and soil conditioners; (c) As non-organic feed materials from plant origin, feed material from animal and mineral origin and certain substances used in animal nutrition; (d) As feed additives and processing aids; (e) As products for cleaning and disinfection of ponds, cages, buildings and installations for animal production;
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1.10.04	4. Member States may regulate, within their territory, the use of products and substances in organic farming for purposes different than those mentioned in Section 1.10.01 provided their use is subject to objectives and principles laid down in Title II and the general and specific criteria set out in Section 1.10.02, and in so far as it respects Community law. Defra shall inform other Member States and the Commission of such national rules.
1.10.05	5. The use of products and substances not covered under Sections 1.10.02 and 1.10.04, and subject to the objectives and principles laid down in Title II and the general criteria in this Article, shall be allowed in organic farming.

1.11 Article 22 (834/2007)

1.11.01	1. The Commission may, in accordance with the procedure referred to in Section 1.15.02 and the conditions set out in Section 1.11.02 and subject to the objectives and principles laid down in Title II, provide for the granting of exceptions from the production rules laid down in Chapters 1 to 4.
1.11.02	<p>2. Exceptions as referred to in Section 1.11.01 shall be kept to a minimum and, where appropriate, limited in time and may only be provided for in the following cases:</p> <ul style="list-style-type: none"> (a) Where they are necessary in order to ensure that organic production can be initiated or maintained on holdings confronted with climatic, geographical or structural constraints; (b) Where it is necessary in order to ensure access to feed, seed and vegetative propagating material, live animals and other farm inputs, where such inputs are not available on the market in organic form; (c) Where it is necessary in order to ensure access to ingredients of agricultural origin, where such ingredients are not available on the market in organic form; (d) Where they are necessary in order to solve specific problems related to the management of organic livestock; (e) Where they are necessary with regard to the use of specific products and substances in the processing referred to in Section 11.1.05(2)(b) in order to ensure production of well established food products in organic form; (f) Where temporary measures are necessary in order to allow organic production to continue or recommence in the case of catastrophic circumstances; (g) Where it is necessary to use food additives and other substances as set out in Section 11.1.05(2)(b) or feed additives and other substances as set out in Section 1.10.01(d) and such substances are not available on the market other than produced by GMOs; (h) Where the use of food additives and other substances as set out in Section 11.1.05(2)(b) or feed additives as set out in Section 1.10.01(d) is required on the basis of Community law or national law.
1.11.03	3. The Commission may in accordance with the procedure referred to in Section 1.15.02 lay down specific conditions for the application of exceptions provided for under Section 1.11.01.

1.12 Article 34 (834/2007)

1.12.01	1. Competent authorities, control authorities and control bodies may not, on grounds relating to the method of production, to the labelling or to the presentation of that method, prohibit or restrict the marketing of organic products controlled by another control authority or control body located in another Member State, in so far as those products meet the requirements of this Regulation. In particular, no additional controls or financial burdens in addition to those foreseen in Title V of this Regulation may be imposed.
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1.12.02	2. Member States may apply stricter rules within their territory to organic plant and livestock production, where these rules are also applicable to non-organic production and provided that they are in conformity with Community law and do not prohibit or restrict the marketing of organic products produced outside the territory of the Member State concerned.
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1.13 Article 35 (834/2007)

1.13.01	<p>Member States shall regularly transmit the following information to the Commission:</p> <p>(a) The names and addresses of the competent authorities and where appropriate their code numbers and their marks of conformity;</p> <p>(b) Lists of control authorities and bodies and their code numbers and where appropriate their marks of conformity. The Commission shall publish regularly the list of the control authorities and bodies.</p>
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1.14 Article 36 (834/2007)

1.14.01	Member States shall transmit to the Commission the statistical information necessary for the implementation and follow up of this Regulation. This statistical information shall be defined within the context of the Community Statistical Programme.
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1.15 Article 37 (834/2007)

1.15.01	1. The Commission shall be assisted by a regulatory Committee on organic production.
1.15.02	<p>2. Where reference is made to this paragraph, Articles 5 and 7 of Decision 1999/468/EC shall apply.</p> <p>The period provided for in Article 5(6) of Decision 1999/468/EC shall be set at 3 months.</p>

1.16 Article 38 (834/2007)

1.16.01	<p>The Commission shall, in accordance with the procedure referred to in Section 1.15.02, and subject to the objectives and principles laid down in Title II, adopt detailed rules for the application of this Regulation. These shall include in particular the following:</p> <p>(a) Detailed rules as regards the production rules laid down in Title III, in particular as regards the specific requirements and conditions to be respected by operators;</p> <p>(b) Detailed rules as regards the labelling rules laid down in Title IV;</p> <p>(c) Detailed rules as regards the control system established under Title V, in particular as regards minimum control requirements, supervision and audit, the specific criteria for delegation of tasks to private control bodies the criteria for approval and withdrawal of such bodies and the documentary evidence referred to in Section 5.3.01;</p> <p>(d) Detailed rules as regards the rules on imports from Third Countries laid down in Title VI, in particular as regards the criteria and procedures to be followed with regard to the recognition under Sections 13.1.01 – 13.1.05 of Third Countries and control bodies, including the publication of lists of recognised Third Countries and control bodies, and as regards the certificate referred to in Section 13.1.03 (d) taking into account the advantages of electronic certification;</p> <p>(e) Detailed rules as regards the free movement of organic products laid down in Sections 1.12.01 and 1.12.02 and the transmission of information to the Commission in Section 1.13.01.</p>
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1.17 Article 39 (834/2007)

1.17.01	1. Regulation (EEC) No 2092/91 is hereby repealed as from 1 January 2009.
1.17.02	2. References to the repealed Regulation (EEC) No 2092/91 shall be construed as references to this Regulation.

1.18 Article 40 (834/2007)

1.18.01	Where necessary, measures to facilitate the transition from the rules established by Regulation (EEC) No 2092/91 to this Regulation shall be adopted in accordance with the procedure referred to in Section 1.15.02.
1.18.02	(Article 64 (889/2008)) The operator responsible shall notify any change in the description or of the measures referred to in Section 5.7.01 and in the initial control arrangements set out in Articles 70, 74, 80, 82, 86 and 88 to the control authority or control body in due time.

1.19 Organic Farmers & Growers Ltd (OF&G)

1.19.01	Organic Farmers & Growers Ltd was the first UK organic control body accredited by Defra to inspect and certify organic production and processing in the UK.
1.19.02	The OF&G Inspection and Certification Scheme inspects and certifies the following operations: <ul style="list-style-type: none"> (i) Arable and livestock farms and horticultural units, both those entering conversion and fully converted organic units; (ii) On farm processing; (iii) Food processors, abattoirs, wholesalers and retailers; (iv) Importers of organic products from EU member states and Third Countries; (v) Animal feed compounders; (vi) Other operations which involve non-organic products that are approved for use in organic production, such as approved fertilisers and composts; (vii) Other non-food products such as organic pet foods, cosmetics and textiles (on request)

Legal Basis

1.19.03	Organic Farmers & Growers Ltd was incorporated in March 1990 as a Limited Company under the Companies Act of 1985, as amended. The Company's Registration number is 1202852 and the registered office is the OF&G business address.
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EN45011 and ISO65

1.19.04	The OF&G operating procedures comply with the international criteria for control bodies operating product certification and are assessed by Defra and the United Kingdom Accreditation Service (UKAS) to demonstrate equivalence. OF&G's organic certification programme is accredited with UKAS.
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Certification Programmes

1.19.05	<p>OF&G offers two certification programmes:</p> <p>(i) The OF&G/EU Regulation Certification Programme: This programme is based on the EU Regulations 834/2007, 889/2008 and others. Additional interpretations and OF&G standards are included to expand on grey areas in the Regulation, to make the programme compatible with Farm Assurance Schemes and to include best processing practices. See also Section 1.3.</p> <p>(ii) Partnership Programme: This programme applies to those operators who supply products and ingredients to a producer or processor certified under the Soil Association Certification Ltd Symbol Scheme. Where there are additional requirements these are printed in a bold italic font preceded by the terms – <i>Partnership Programme (Sections 4 to 8)</i> or PP STD (Sections 10 to 14).</p>
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Section 2 Definitions

2.0 Contents Page

This Section contains the definitions of the terms used in this Manual.

Section	Contents	Page
2.1	Definitions of Terms	2

Publication and Revision Details

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2.1 Definitions of Terms

2.1.01	Advertising	Any representation to the public, by any means other than a label, that is intended or is likely to influence and shape attitude, beliefs and behaviours in order to promote directly or indirectly the sale of organic products.
2.1.02	Applicant	An organisation or person who has applied for, but has not yet been granted, a Certificate of Registration.
2.1.03	Approved Body	A control body holding a valid Certificate of Registration, whose Certification Scheme has been approved by the Certifying Authority.
2.1.04	Approved Producer	A business enterprise or person holding a valid Certificate of Registration for: (i) The production of organically produced agricultural products, or (ii) The processing and/or manufacturing and/or preserving and/or packaging of organically produced agricultural products.
2.1.05	Aquaculture	Definition given in Council Regulation (EC) No 1198/2006 of 27 July 2006 on the European Fisheries Fund.
2.1.06	Certain products used in animal nutrition	Nutritional products within the scope of Council Directive 82/471/EEC of 30 June 1982 concerning certain products used in animal nutrition.
2.1.07	Certificate of Compliance	A certificate issued to approved operators recognising that their operational procedures and practices for a given range of products having been assessed are in accordance with the standards in this Manual.
2.1.08	Certification Scheme	The scheme operated by the control body designed to certify conformity with the operating procedures and standards as defined in this Manual.
2.1.09	Certifying Authority	The Certifying Authority is Defra (Department for Environment, Food and Rural Affairs).
2.1.10	Composting	The process whereby materials are fermented aerobically in order to encourage the breeding of bacteria and to kill off weed seeds and pathogens. The heap should heat up to a temperature of at least 60°C.
2.1.11	Compound feedstuffs	Products as defined in Article 2(b) of Directive 79/373/EEC.
2.1.12	Competent Authority	The central authority of a Member State competent for the organisation of official controls in the field of organic production in accordance with the provisions set out under the Regulation, or any other authority on which that competence has been conferred to; it shall also include, where appropriate, the corresponding authority of a Third Country.
2.1.13	Consignment	A quantity of products under one or more Combined Nomenclature codes, covered by a single certificate of compliance, conveyed by the same means of transport and imported from the same Third Country.
2.1.14	Control Authority	A public administrative organisation of a Member State to which the competent authority has conferred, in whole or in part, its competence for the inspection and certification in the field of organic production in accordance with the provisions set out under this Regulation; it shall also include, where appropriate, the corresponding authority of a Third Country or the corresponding authority operating in a Third Country.

2.1.15	Control Body	An independent private third party organisation carrying out inspection and certification in the field of organic production in accordance with the provisions set out under this Regulation; it shall also include, where appropriate, the corresponding body of a Third Country or the corresponding body operating in a Third Country.
2.1.16	Conversion	The transition from non-organic to organic farming within a given period of time, during which the provisions concerning the organic production have been applied.
2.1.17	Non-organic feedstuffs/feed materials	Feedstuffs/feed materials not produced in accordance with the rules of production specified in Section 7 of this Manual.
2.1.18	Detergents	Substances and preparations, within the meaning of Council Directive 73/404/EEC of 22 November 1973 on the approximation of the laws of the Member States relating to detergents, as last amended by Directive 86/94/EEC, which are intended to be used for cleaning unprocessed crop products, livestock and unprocessed livestock products which have been organically produced.
2.1.19	EN45011/ISO65	International criteria established for bodies operating certification systems for products and services, to which all organic control bodies must either be accredited or demonstrate that their operating systems are equivalent.
2.1.20	Feed additives	The definition of 'feed additives' is that given in Regulation (EC) No 1831/2003 of the European Parliament and of the Council of 22 September 2003 on additives for use in animal nutrition (6); (6) OJ L 268, 18.10.2003, p. 29. Regulation as amended by Commission Regulation (EC) No 378/2005 (OJ L 59, 5.3.2005, p. 8).
2.1.21	Feedingstuffs	Products as defined in Article 2(a) of Council Directive 79/373/EEC of 2 April 1979 on the marketing of compound feedingstuffs (OJ L 86, 6.4.1979, p. 30. Directive as amended by Directive 98/87/EC - OJ L 318, 27.11.1998, p 43).
2.1.22	Feed materials	Products as defined in Article 2(a) of Council Directive 96/25/EC of 29 April 1996 on the circulation of feed materials, amending Directives 70/524/EEC, 74/63/EEC, 82/471/EEC and 93/74/EEC and repealing Directive 77/101/EEC - OJ L 125, 23.5.1996, p. 35. Directive as amended by Directive 98/67/EC - OJ L 261, 24.9.1998, p10).
2.1.23	First Consignee	The natural or legal person to whom the imported consignment is delivered and who will receive it for further preparation and/or marketing.
2.1.24	Genetically modified organism (GMO)	The definition of 'Genetically modified organism (GMO)' is that given in Directive 2001/18/EC of the European Parliament and of the Council of 12 March 2001 on the deliberate release into the environment of genetically modified organisms and repealing Council Directive 90/220/EEC (5) and which is not obtained through the techniques of genetic modifications listed in Annex I.B of that Directive.
2.1.25	GMOs (produced from)	Any substance derived in whole or in part from GMOs but not containing or consisting of GMOs.

2.1.26	GMOs (produced by)	Any substance derived by using a GMO as the last living organism in the production process, but not containing or consisting of GMOs nor produced from GMOs.
2.1.27	GMO derivative	Any substance which is either produced from or produced by GMOs, but does not contain them.
2.1.28	Holding	The in-conversion, organic and non-organic units managed by an agricultural business (defined as a legally defined company, partnership or sole trader responsible for its own accounts and tax returns).
2.1.29	Homeopathic veterinary medicinal products	Products as defined in Article 1(1) of Council Directive 92/74/EEC of 22 September 1992, widening the scope of Directive 81/851/EEC on the approximation of provisions laid down by law, regulation or administrative action relating to veterinary medicinal products and laying down additional provisions on homeopathic veterinary medicinal products (OJ L 297, 13.10.1992, p12).
2.1.30	Hydroponic Production	The method of growing plants with their roots in a mineral nutrient solution only or in an inert medium, such as perlite, gravel or mineral wool to which a nutrient solution is added.
2.1.31	Importer	The natural or legal person within the community who presents a consignment for release for free circulation into the Community, either in person, or through a representative.
2.1.32	In-conversion feedingstuffs / feed materials	Feedingstuffs / feed materials produced on land complying with the rules of production laid down in Section 7.3 that have been through a conversion period of at least 12 months.
2.1.33	Ingredients	The substances, including additives, used in the preparation of processed agricultural crop and livestock products intended for human consumption, prepared essentially from one or more ingredients of plant or animal origin the definition of 'ingredients' is that given in Article 6(4) of Directive 2000/13/EC.
2.1.34	Inspector	A person who holds a valid Certificate of Registration as an Approved Inspector issued by the Certifying Authority.
2.1.35	Inspection Service	An independent Inspection Service appointed, or operated directly, by an Approved Body and approved by the Certifying Authority or an Inspection Service appointed by the Certifying Authority to carry out inspections on its behalf.
2.1.36	Ionising radiation	Is that given in Council Directive 96/29/Euratom of 13 May 1996 laying down basic safety standards for the protection of the health of workers and the general public against the dangers arising from ionising radiation (1) and as restricted by Article 1(2) of Directive 1999/2/EC of the European Parliament and of the Council of 22 February 1999 on the approximation of the laws of the Member States concerning foods and food ingredients treated with ionising radiation.
2.1.37	Irregularity	See Non-compliance.
2.1.38	ISO65	See EN45011.

2.1.39	Labelling	Any words, particulars, trade marks, brand names, pictorial matter or symbols appearing on any packaging, document, notice, label, board or collar accompanying or referring to a product.
2.1.40	Licensee	An operator who has been granted a Certificate of Compliance.
2.1.41	List of ingredients	The list of ingredients referred to in Article 6 of Directive 79/112/EEC.
2.1.42	Livestock production	The production of domestic or domesticated terrestrial animals (including insects) and aquatic species farmed in fresh, salt or brackish water. The products of hunting and fishing of wild animals shall not be considered as organic production.
2.1.43	Logo	The symbol or mark of conformity issued to licensees by the control body for use on products registered with the scheme.
2.1.44	Manifest Infringement	<p>A Manifest Infringement is a serious and chronic failure of the control systems that will result or has resulted in the integrity of an organic product being compromised.</p> <p>Manifest Infringements can include the following and tend to be deliberate acts rather than the result of misunderstanding OF&G requirements:</p> <ul style="list-style-type: none"> (i) The repeated failure to correct previously identified serious non-compliances; (ii) The identification of a number of serious non-compliances; (iii) The deliberate marketing or mislabelling of non-organic products as organic products; (iv) Allowing substitution of organic products with non-organic products through failure to maintain adequate control systems; (v) The deliberate use of prohibited inputs, materials and practices; (vi) Allowing organic products to be contaminated by pest control or hygiene chemicals because of failure to maintain adequate control systems.
2.1.45	Marketing	Marketing means holding or displaying for sale, offering for sale, selling, delivering or placing on the market in any other form.
2.1.46	Mass Catering	The preparation of organic products in restaurants, hospitals, canteens and other similar food business at the point of sale or delivery to the final consumer.
2.1.47	National Organic Program (NOP)	A Certification Programme operating to additional standards for operators supplying product to the United States, either directly or via processors exporting products to the US, and which demand products produced to the USDA NOP Standards (See Section 1.19 and OF&G Technical Leaflet 208 – An Introduction to the National Organic Programme (NOP) for Processors).
2.1.48	Non-compliance	<p>A non-compliance is a failure to observe the standards specified in this Manual which may result, or has resulted, in the organic integrity of produce or products being compromised:</p> <p>Non-compliances can include the following;</p> <ul style="list-style-type: none"> (i) Poor record keeping such that compliance with the requirements of the OF&G Standards cannot be clearly demonstrated; (ii) The failure to observe the detail of the production or processing standards;

		<p>(iii) The failure to obtain approval to use restricted inputs, products or practices;</p> <p>(iv) The accidental substitution or marketing of a non-organic ingredient or product as an organic product;</p> <p>(v) The accidental use of a prohibited farm input or practice;</p> <p>(vi) The accidental contamination of a product with a pest control material or hygiene chemical.</p>
2.1.49	Non-organic	Not coming from or not related to a production in accordance to Regulation (EC) No 834/2007 and this Regulation.
2.1.50	Organic	Coming from or related to organic production.
2.1.51	Operator	The natural or legal person(s) responsible for ensuring that the requirements of these standards are met within the organic business under their control.
2.1.52	Organic-production	The use of production methods compliant with this Manual at all stages of production, preparation and distribution.
2.1.53	Organically produced feedstuffs/materials	Feedingstuffs / feed materials produced in accordance with the rules of production laid down in this Manual.
2.1.54	Partnership Programme	A Certification Programme operating to additional standards for operators supplying product to processors registered with Soil Association Certification Ltd and who demand products produced to the Soil Association Standards.
2.1.55	Plant production	Production of agricultural crop products including harvesting of wild plant products for commercial purposes.
2.1.56	Plant Protection Products	The definition of 'plant protection products' is that given in Council Directive 91/414/EEC of 15 July 1991 concerning the placing of plant protection products on the market (4); (4) OJ L 230, 19.8.1991, p. 1. Directive as last amended by Commission Directive 2007/31/EC (OJ L 140, 1.6.2007, p. 44
2.1.57	Pre-packaged foodstuff	The definition of 'pre-packaged foodstuff' is that given in Article 1(3)(b) of Directive 2000/13/EC of the European Parliament and of the Council of 20 March 2000 on the approximation of the laws of the Member States relating to the labelling, presentation and advertising of foodstuffs.
2.1.58	Preparation/ Processing	The operations of preserving and/or processing of agricultural products (including slaughter and cutting for livestock products), and also packaging and/or alterations made to the labelling concerning the presentation of the organic production method of the fresh, preserved and/or processed products.
2.1.59	Processing aid	Any substance not consumed as a food ingredient by itself, intentionally used in the processing of raw materials, foods or their ingredients, to fulfil a certain technological purpose during treatment or processing and which may result in the unintentional but technically unavoidable presence of residues of the substance or its derivatives in the final product, provided that these residues do not present any health risk and do not have any technological effect on the finished product.

2.1.60	Processing - Simple	<p>Simple processing must always be on a dedicated organic site. It is normally defined as where raw materials are processed in such a way that traceability and mass balance are not difficult to follow for a producer inspector. For example:</p> <ul style="list-style-type: none"> (i) Cleaning; (ii) Peeling, chopping and slicing; (iii) Packing (including bought-in certified products) e.g. box schemes; (iv) Blending (including bought-in certified products) where the nature of the product is not changed e.g. muesli; (v) Processing of a single organic ingredient where nature is not changed e.g. flour milling; (vi) Simple butchery.
2.1.61	Processing - Complex	<p>Complex processing is defined as where raw materials are processed in such a way that the nature, weight or volume is transformed. Complex processing will require audit by a suitably qualified inspector to ensure compliance with the Standards. For example:</p> <ul style="list-style-type: none"> (i) Cooking involving weight loss (frying, baking, boiling); (ii) Dehydration, re-hydration, evaporation; (iii) Emulsification; (iv) Fermentation. <p>Butchery is regarded as a process and can be either simple or complex according to the detail of the process.</p> <p>Abattoirs (Including poultry slaughter) are regarded as simple when dedicated organic or complex when not.</p>
2.1.62	Processing – On-farm	<p>An on-farm processor, operating under a producer license, is permitted to use bought-in organic or permitted non-organic ingredients required to process the products of the farm, provided that such products do not exceed 10% of the combined pre-processing weight of the ingredients of agricultural origin.</p>
2.1.63	Production	<p>Any operations on the holding that involve producing, packing and initially labelling as organic the agricultural products from the holding.</p>
2.1.64	Registered Unit	<p>A unit, or part of a holding or stockfarm complying with the rules of this Regulation.</p>
2.1.65	Registered Land	<p>All land whether fully organic or converting on a registered unit (see 2.1.64).</p>
2.1.66	Registered Livestock	<p>Livestock on a registered unit either in simultaneous conversion or fully organic.</p>
2.1.67	Shareholder	<p>A paid up shareholder who is a licensee or director of OF&G.</p>

2.1.68	Schedule (to the Certificate)	The document accompanying the Certificate of Compliance which specifies: <ul style="list-style-type: none"> (i) The certified production enterprises and areas of land for producers; (ii) The certified processing enterprises and products for processors; (iii) The certified products, the country of origin and the inspection body for the importers of products from Third Countries.
2.1.69	Simultaneous Conversion (Simcon)	The status of a livestock enterprise that begins its organic management at the same time as the grazing and forage land begins its conversion. Animals born under simultaneous conversion in accordance with the livestock production standards in Section 8 can be marketed as 'Reared under Simultaneous Conversion' following OF&G approval.
2.1.70	Stages of production, preparation and distribution	Means any stage from and including the primary production of an organic product up to and including its storage, processing, transport, sale or supply to the final consumer, and where relevant labelling, advertising, import, export and subcontracting activities.
2.1.71	Third Country	A country that is not a member of the European Union.
2.1.72	UKAS	United Kingdom Accreditation Service – The UK body responsible for accrediting certification bodies to EN45011/ISO65.
2.1.73	Use of GMOs and GMO derivatives	The use thereof as foodstuffs, food ingredients (including additives and flavourings), processing aids (including extraction solvents), feedingstuffs, compound feedingstuffs, feed materials, feed additives, processing aids for feedingstuffs, certain products used in animal nutrition (under Directive 82/471/EEC - OJ L 213, 21.7.1982, p. 8. Directive as last amended by Directive 1999/20/EC - OJ L 80, 25.3.1999, p20), plant protection products, veterinary medicinal products, fertilisers, soil conditioners, seeds, vegetative reproductive material and livestock.
2.1.74	Verification of consignment	The verification by the relevant Member States' authorities of the certificate of compliance to satisfy Article 13 of this Regulation, and, where these authorities consider appropriate, of the products, in relation to the requirements of Regulation (EC) No 834/2007, of Regulation (EC) No 889/2008 and of this Regulation.
2.1.75	Veterinary medicinal products	Products as defined in Article 1(2) of Directive 2001/82/EC of the European Parliament and of the Council (7) concerning the Community code relating to veterinary medicinal products (OJ L 311, 28.11.2001, p. 1.).
2.1.76	Veterinary treatment	All courses of a curative or preventive treatment against one occurrence of a specific disease.

Section 3 Company Organisation and Certification Procedures

3.0 Contents Page

The Company Organisation and Certification Procedures describe how the company is structured and administered, and explains the certification procedures, the complaints procedures and the penalties imposed in the event of infringements to the Production or Processing Standards contained in this Manual.

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3.1 Administrative Structure

Quality Manual

3.1.01	The procedures for the certification programmes are specified in the OF&G Quality Manual. The information given in this Section 3 is a summary of the relevant procedures.
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Administration

3.1.02	The legal basis for the Company is given in Section 1.
3.1.03	The administration of the legal aspects of the company are carried out by the Chief Executive Officer who: <ul style="list-style-type: none"> (i) Acts as the Company Secretary and ensures that the Company operates within the legal framework of the Companies Act 1985, as amended; (ii) Keeps the register of shareholders.
3.1.04	The Shrewsbury office handles the administration of the certification programmes.
3.1.05	The Company and Certification Scheme are financed by the fees charged for the inspection and certification services.
3.1.06	A small percentage of the Company's income is provided by the Department for Environment, Food and Rural Affairs (Defra).

Board of Directors

3.1.07	The Company is governed by a Board of Directors who are responsible for the running of the Company and compliance with the laws and governances of the Companies Act 1985.
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Certification Committee

3.1.08	The Board has delegated responsibility for the certification activities to an independent Certification Committee, under an independent chairman. The Committee: <ul style="list-style-type: none"> (i) Has the authority to formulate policy matters relating to the certification decisions; (ii) Is the sole authority for granting or withdrawing certification; (iii) Is responsible for the operation of the certification system and for monitoring the performance against the Quality Manual by reviewing the results of internal audits; (iv) May delegate authority to sub-committees or individuals to undertake activities; (v) May establish a Technical Advisory Committee, which will operate under the same rules as the Committee.
3.1.09	Committee members shall have a minimum of 5 years experience in the relevant farming or food processing technology or an agricultural qualification equivalent to NVQ level 3 and 2 years relevant practical experience.

Appeals Panel

3.1.10	The Certification Committee will appoint an Appeals Panel, composed of 3 individuals, 2 of whom will be licensees, independent of the Certification Committee, to hear appeals where an operator does not accept the decision of the Certification Committee and wishes to make a further appeal against a decision.
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Inspectorate

3.1.11	The Company employs a team of Certification Officers and administrative staff with sufficient resources to undertake the certification activities.
3.1.12	<p>The Company has contracted SAI Global to undertake the inspections. The reasons for this are that SAI Global:</p> <ul style="list-style-type: none"> (i) Is one of the largest inspection bodies in Europe and is accredited with the United Kingdom Accreditation Service for EN45004 (Inspections) and EN45011 (Certification); (ii) Can supply inspectors trained to carry out Farm Assurance inspections with the organic inspections and certify organic producers to a range of Farm Assurance Standards, thus reducing the number of visits required; (iii) Can supply inspectors trained to carry out audits for the British Retail Consortium (BRC) or the SAI Global Standards with the organic inspections, thus reducing the number of visits required. (iv) Can supply an efficient and economic service for the administration of the team of inspectors.

3.2 Record Keeping

3.2.01	Shareholders' records, financial and accounting records are kept as paper files and computer records.
3.2.02	<p>Records relating to the certification process are kept by the certification office as paper files and computer records. The computer records include:</p> <ul style="list-style-type: none"> (i) Name and address, telephone and fax numbers, email address if given; (ii) Addresses of additional premises used for processing or storage; (iii) Areas of land farmed and its organic, conversion and non-organic status; (iv) Field names, reference numbers, areas, crops, inputs and the date when the conversion started; (v) Production and processing enterprises; (vi) Processed and imported products; (vii) Registration number; (viii) Last and next inspection dates; (ix) Expiry date of the Certificate.
3.2.03	All the documentation relating to each operator is kept to record the certification process. Paper records are kept for a minimum of 2 years, electronic records are kept for a minimum of 5 years.
3.2.04	Records are kept in confidence and under secure arrangements.
3.2.05	All licensees are entitled to see copies of the inspection reports and correspondence relating to their certification.
3.2.06	Copies of documents will not be revealed to other third parties, other than Defra and other statutory bodies, without the written permission of the licensee concerned as detailed in the OF&G Declaration and Licensing Agreement.

3.3 Granting and Maintaining Certification

Overview of Procedures for Registration with OF&G

3.3.01	<p>The following stages must be completed in order to become certified to produce, process or import organic products:</p> <ul style="list-style-type: none"> (i) Complete the appropriate application form/conversion plan and return it to the Certification Office with the required information and correct fee; (ii) Undergo an inspection of the farm, processing unit or importing office/warehouse; (iii) Correct any deficiencies in the labelling or system to bring these into compliance with the Standards and agree to a further inspection where this is considered to be necessary; (iv) On the satisfactory conclusion of the above, be issued with: <ul style="list-style-type: none"> (a) The Certificate of Compliance, for public display and distributing copies to customers on demand; and (b) The Schedule to the Certificate, which specifies the additional details about the operation, the land in the case of farms, the products in the case of processors and the overseas suppliers and Defra approvals in the case of importers. (v) Agree to undergo an annual inspection and spot or unannounced inspections; (vi) Agree to comply with the penalties imposed following the discovery of any infringements to the standards in this Manual; (vii) Permit the taking of samples for analysis on a routine basis or where there is a suspicion of contamination or substitution.
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Application Procedure

3.3.02	<p>On receipt of an initial enquiry, the certification office shall send a Producer or Processor Application Pack.</p>
3.3.03	<p>For producers:</p> <p>The applicant shall order the Organic Standards and Certification Manual (on CD or paper version) and the appropriate Conversion Plans for their type of operation and the programme applied for.</p> <p>The Application Form and Conversion Plan shall be completed and the Declaration signed to confirm that the applicant agrees to always abide by the relevant provisions laid down in this Manual. The completed documents must be sent to the certification office with the correct fee and other specified information.</p> <p>For processors</p> <p>The applicant shall order the Organic Standards and Certification Manual (on CD or paper version).</p> <p>The Application Form shall be completed and the Declaration signed to confirm that the applicant agrees to always abide by the relevant provisions laid down in this Manual. The completed documents must be sent to the certification office with the correct fee and other specified information.</p>

3.3.14	<p>Where an importer or processor wishes to add a new product to their existing range of certified products, the following must be supplied to the Certification Officer, who will decide whether an additional inspection will be required prior to adding it to the certificate:</p> <ul style="list-style-type: none"> (i) The Product Specification Sheet (Multiple or Single Ingredient Sheet); (ii) A proof copy of the proposed labelling; (iii) The proposed date of production or import; (iv) In the case of an importer importing from a Third Country: <ul style="list-style-type: none"> • Please see details in Section 13 for information required.
3.3.15	<p>Where a processor or importer wishes to have a new type of enterprise or additional premises added to their certification the Processor Application Form must be obtained from the certification office or downloaded from our website, completed and returned. An inspection will be arranged, either as a separate visit or combined with the annual inspection.</p>

Withdrawals

3.3.16	<p>Where a licensee wishes to withdraw from the Certification Scheme they must inform the certification office in writing of their intention to withdraw.</p>
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Suspension or Termination due to Non-Compliance

3.3.17	<p>Where a Major non-compliance with prolonged effects, as defined in Sections 3.7.05 and 3.7.07, is reported by the inspector, the Certification Officer will implement the penalties specified in Section 3.7.09.</p>
3.3.18	<p>Where a Manifest Infringement, as defined in Sections 3.7.12 to 3.7.14 is reported by the inspector, the Certification Officer will implement the penalties specified in Sections 3.7.15 and 3.7.16.</p>

Reapplications

3.3.19	<p>Operators will not be permitted to switch in and out of the certification scheme to circumvent compliance with the standard.</p>
3.3.20	<p>Where an operator wishes to reapply following withdrawal or termination due to non-compliance, the procedures in Sections 3.3.02 to 3.3.08 must be observed.</p>

Operators Transferring Between Control Bodies

3.3.21	<p>The following procedures have been agreed between the control bodies to deal with situations where an operator wishes to transfer from one control body to another:</p> <ul style="list-style-type: none"> (i) Notification must be made in writing by the operator to both control bodies with the instruction that the first control body send their file to the second control body; (ii) The first control body will not release the files if any fees remain unpaid; (iii) The control bodies will communicate with each other to check if there are any major non-compliances outstanding; (iv) The second control body will not certify the operator until they have received the file from the first control body; (v) The first control body will not terminate the registration until the second control body has completed the certification process
3.3.22	<p>Unless transferring immediately to another control body, once the licence has been terminated, the operator must cease producing, processing or importing organic products.</p>

Language

3.3.23	All operators must communicate in English. Where local technical and production personnel do not speak English, this Manual may be translated into the local language by an independent professional translator at the operator's expense.
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3.4 Appeals Procedure

3.4.01	Where an operator does not agree with the decisions of the Certification Officer, the appeals procedure OFF28 shall be followed. A copy of this procedure is available upon request.
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3.5 Misuse of Licence, Logo and Certificate of Compliance

3.5.01	Licensees shall only make claims regarding certification in respect of the scope for which certification has been awarded, as specified on the Certificate and/or the Schedule to the Certificate.
3.5.02	The OF&G logo (being registered as a Trade Mark) and the Certificates remain the property of OF&G at all times and may only be used by licensees holding a valid Certificate of Compliance. On being decertified, an operator will be instructed to return the Certificate of Compliance and Schedule to the Certificate.
3.5.03	Misuse of the Certificate of Compliance or the logo by a licensee will be considered to be an Irregularity or Manifest Infringement and will be dealt with according to the penalties set out in the Section 3.7.16.
3.5.04	Misuse of the Certificate of Compliance or logo by an operator who has been decertified or who is not subject to certification shall be actioned by the Certification Manager who shall demand in writing that the operator immediately cease to use the Certificate and/or logo and withdraw the products from the market.
3.5.05	Where the operator does not comply with the demand, the Certification Manager shall report the case to the local authority Trading Standards Office for investigation with a view to prosecution on the grounds that the product labelling is unlawful.
3.5.06	Licensees must not use the product certification in such a manner to bring OF&G into disrepute and must not make any statement regarding product certification, which OF&G may consider misleading or unauthorised.
3.5.07	Licensees must use the certification only to indicate that products are certified as being in conformity with the specified standards.
3.5.08	Where certification is referred to in communicating media such as brochures or advertising, the requirements of OF&G shall be met at all times.
3.5.09	Where the Certificate or certification has been suspended or withdrawn due to a Manifest Infringement or Major Non-compliance, this will be notified to known customers, brand holders and other related parties.

3.6 Complaints Procedures

Complaints Received by Registered Operators

3.6.01	Operators are required to keep a record of all complaints made against the certified products or certified production systems used by them.
3.6.02	Any complaints received must be investigated and the appropriate corrective action taken to correct the problem. The operating procedures must be reviewed to ensure that the problem does not reoccur.
3.6.03	All complaints and the actions taken are to be recorded and to be made known to the inspector at the time of the inspection.

Complaints Received by Organic Farmers & Growers

3.6.04	Any complaint received by the certification office against a licensee will be investigated.
3.6.05	Where the initial investigation is not conclusive, an inspector will carry out an interim inspection.
3.6.06	Where the complaint is considered to be serious, with possible legal implications, the Certification Manager or his appointed agent may accompany the inspector.
3.6.07	The results of the investigations will be made known to the Certification Committee, which will take the appropriate action.
3.6.08	Written complaints against OF&G should be addressed in the first instance to the Certification Manager who will: <ul style="list-style-type: none"> (i) Acknowledge receipt of the complaint; (ii) Investigate the complaint and prepare a report for the Certification Committee, which will decide on the appropriate course of action; and (iii) Inform the complainant of the Committee's decision.
3.6.09	Where an operator is not satisfied with the results of this procedure, the matter can be referred to Defra in the form of an official complaint.

3.7 Penalties for Infringements of the Standards

3.7.01	See below and Section 5.8 of this Manual
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Definition of Non-compliance

3.7.02	See below and Section 2 of this Manual
3.7.03	A non-compliance is a failure to observe the standards specified in this Manual which may result, or has resulted, in the organic integrity of produce or products being compromised: Non-compliances can include the following; <ul style="list-style-type: none"> (i) Poor record keeping such that compliance with the requirements of the OF&G Standards cannot be clearly demonstrated; (ii) The failure to observe the detail of the production or processing standards; (iii) The failure to obtain approval to use restricted inputs, products or practices;

3.7.03 cont.	<ul style="list-style-type: none"> (iv) The accidental substitution or marketing of a non-organic ingredient or product as an organic product; (v) The accidental use of a prohibited farm input or practice; (vi) The accidental contamination, of a product with a pest control material or hygiene chemical.
3.7.04	The severity of the non-compliance will be indicated by the use of the term Major or Minor non-compliance.
3.7.05	<p>The following are examples of Producer Major non-compliances:</p> <ul style="list-style-type: none"> (i) The failure to have records of inputs on a field by field basis; (ii) The lack of an Animal Health Plan; (iii) The potential for a pollution incident; (iv) The use of a non-approved and/or non-registered animal feed; (v) The failure to obtain a derogation for a restricted material or practice; (vi) Failure to have obtained proof of non-GM status for non-organic agricultural inputs used; (vii) The failure to complete the Annual Questionnaire prior to the inspection.
3.7.06	<p>The following are examples of Producer Minor non-compliances:</p> <ul style="list-style-type: none"> (i) The failure to comply with a 'farm assurance' standard; (ii) The failure to have the established records up-to-date at the inspection; (iii) A lack of the relevant Defra Code of Practice.
3.7.07	<p>The following are examples of Processor Major non-compliances:</p> <ul style="list-style-type: none"> (i) Suppliers' Certificates not available, incorrect or out of date; (ii) Product Specification Sheets not available; (iii) Full traceability check or mass balance not possible or difficult to confirm; (iv) Segregation of organic and non-organic materials not effective; (v) Seriously non-compliant cleaning or pest control procedures; (vi) Key staff unaware of organic requirements; (vii) Cleaning chemicals not rinsed from product contact surfaces before organic processing takes place; (viii) OF&G Standards not available to responsible staff; (ix) Labels without the statement: 'GB-ORG-02'.
3.7.08	<p>The following are examples of Processor Minor non-compliances:</p> <ul style="list-style-type: none"> (i) Not having organic processing procedures written down; (ii) Pest control contractors not aware that the site is registered for organic production; (iii) Production staff not aware of organic requirements or poorly trained; (iv) Labels not stating that agricultural ingredients have been 'organically produced' or 'organically grown'.

Penalties for Non-compliance – see also Section 5.8 of this Manual

3.7.09	<p>Where non-compliances are recorded at an inspection, the Certification Officer will issue a Compliance Notice recording the non-compliances and requiring the appropriate corrective action within a specified time. Depending on the seriousness of the non-compliances, the Certification Officer will impose an appropriate penalty on the licensee as follows:</p> <ul style="list-style-type: none"> (i) Where non-compliances are found which do not affect the integrity of the product, the renewal of the licence shall be conditional on these being corrected by the applicant or licensee in the time period specified. Evidence of the implementation of the corrective actions may be required before certification can be renewed; (ii) Where Major non-compliances are found, an additional spot or unannounced inspection may be authorised at the licensee's expense, to confirm compliance. (iii) Where a Major non-compliance is found which affects the integrity of a product or production run, this may be treated as a Manifest Infringement and the penalties outlined below shall be imposed.
3.7.10	<p>Where a subsequent inspection identifies that the operator has failed to correct the non-compliances, the Certification Officer may upgrade a Minor non-compliance to a Major and a Major non-compliance to a Manifest Infringement.</p>

Definition of Manifest Infringement – see also Section 2 of this Manual

3.7.11	<p>OF&G will, where a manifest infringement, or an infringement with prolonged effects is found, prohibit the operator concerned from marketing products with indications referring to the organic production method for a period to be agreed with Defra.</p>
3.7.12	<p>A Manifest Infringement is a serious and chronic failure of the control systems that will result or has resulted in the integrity of an organic product being compromised.</p> <p>Manifest Infringements can include the following and tend to be deliberate acts rather than the result of misunderstanding OF&G requirements:</p> <ul style="list-style-type: none"> (i) The repeated failure to correct previously identified serious non-compliances; (ii) The identification of a number of serious non-compliances; (iii) The deliberate marketing or mislabelling of non-organic products as organic products; (iv) Allowing substitution of organic products with non-organic products through failure to maintain adequate control systems; (v) The deliberate use of prohibited inputs, materials and practices; (vi) Allowing organic products to be contaminated by pest control or hygiene chemicals because of failure to maintain adequate control systems.
3.7.13	<p>Where a Manifest Infringement is identified, the affected livestock, product, land, crop, enterprise or the whole operation, as appropriate, must be decertified.</p> <p>The following examples of producer non-compliances have been accepted as Manifest Infringements, requiring immediate suspension and withdrawal of certification:</p> <ul style="list-style-type: none"> (i) The use of a non-permitted fertiliser or pesticide on registered land; (ii) The failure to establish and keep appropriate records over 2 or more inspections; (iii) The labelling and marketing of agricultural products as organic before a farm conversion has been completed and before the operator is certified to do so; (iv) The continued use of dairy cattle feed containing GM or other non-permitted ingredients.

3.7.14	<p>The following examples of processor non-compliances have been accepted as Manifest Infringements, requiring immediate suspension and withdrawal of certification for the product or entire operation:</p> <ul style="list-style-type: none"> (i) The deliberate use of non-organic ingredients or products as organic; (ii) The failure of segregation procedures during storage or processing which has resulted in non-approved ingredients being mixed with organic ingredients; (iii) The fumigation of an organic product or raw material with a non-approved pesticide; (iv) The failure of hygiene practices that may result in a risk to human health. (Relevant Statutory Authorities must be notified immediately by OF&G.)
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Penalty for a Manifest Infringement – see also Section 5.8 of this Manual

3.7.15	<p>When an inspector reports a Manifest Infringement they will normally have;</p> <ul style="list-style-type: none"> (i) Informed the licensee by completing the Inspection Summary Report (ISR) and obtained the licensee's signature or comments; (ii) Instructed the licensee to cease marketing the product or products under the organic label and where relevant, recall the non-compliant products that are in circulation; (iii) Contacted the certification office directly from the unit they are inspecting; (iv) Will have highlighted it on the front of their report for immediate attention of the Certification Officer; (v) Will write their report and return the file to the certification office immediately.
3.7.16	<p>Where a Manifest Infringement is recorded at an inspection, the Certification Officer will impose an appropriate penalty on the licensee as follows:</p> <ul style="list-style-type: none"> i) Decertification of the entire farm unit or processing operation where deliberate malpractice is found; ii) Decertification of the product, batch or lot in the case of a processed or imported product where the Manifest Infringement is not deliberate and limited to the product or batch; iii) Decertification of the product, area of land, crop, batch, livestock production enterprise or individual animals in the case of a product where the Manifest Infringement is not deliberate and is limited to the product or batch of animals.

Section 4 Composition and Labelling of Products

4.0 Contents Page

This Section explains the rules for labelling organic products and the use of control body codes and logos. This legislation is specified in 834/2007, 889/2008 and Commission Regulation (EC) 271/2010.

Section 4.1 summarises the legislation, further details are given in each sub-section.

Where legislation has been included in the text, it has, in some cases, been paraphrased for clarity. However, references are given where the operator may prefer to check the original (links to relevant legislation are given on both the OF&G and Defra websites).

Important note:

The organic regulations are in addition to statutory legislation, they do not replace it.

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4.1 Labelling of Organic Food Products - General Requirements

4.1.01	A product label must clearly and accurately describe the product – it must <u>not</u> be misleading.
4.1.02	Product labels must also comply with all relevant food and feed legislation.
4.1.03	<p>The operators shall ensure that products as referred to in this Section must be transported to other units, including wholesalers and retailers, only in appropriate packaging, containers or vehicles closed in such a manner that substitution of the content cannot be achieved without manipulation or damage of the seal and provided with a label stating, without prejudice to any other indications required by law:</p> <ul style="list-style-type: none"> (i) The name and address of the operator and, where different, of the owner or seller of the product; (ii) The name of the product; (iii) The name and/or the code number of the control body or authority to which the operator is subject; and (iv) Where relevant, the lot identification mark according to a marking system either approved at national level and/or agreed with the inspection body or authority and which links the lot with the accounts referred to in Section 6. <p>The information referred to in points (i) to (iv) may also be presented on an accompanying document, if such a document can be undeniably linked with the packaging, container or vehicular transport of the product. This accompanying document shall include information on the supplier and/or the transporter.</p>
4.1.04	An operator who has the word 'Organic' in their trading name must ensure that this does not appear on any of the labelling, packaging, sales literature and any accompanying documentation relating to non-organic products.
4.1.05	An operator who produces both organic and non-organic products must ensure that the labelling, packaging, sales literature and any accompanying documentation is sufficiently differentiated to avoid any confusion on the part of a customer or final consumer.
4.1.06	Where organic and non-organic products of the same type are on retail display, the products must be adequately separated and labelled to prevent any mixing or confusion by customers or staff.
4.1.07	<p>The product must be produced without the use of genetically modified organisms and/or any products derived from such organisms.</p> <p>Organic products shall not be labelled as non-GM in the context of these standards. Any reference to genetic engineering on the product labels, shall be limited to the production and processing methods themselves not having used GMOs, such as by use of the expression 'Produced and processed without the use of GMOs' or 'Produced from crops which have not been genetically modified'.</p>
4.1.08	The OF&G logo is owned by the Company and is registered as a Trade Mark. It may only be used by licensees holding a valid Certificate of Compliance. OF&G will deal with misuse of the logo by any party in the most appropriate manner, which may include legal action.

4.2 Labelling of Organic Food Products - Specific Requirements

4.2.01	<p>Products with 95-100% organic agricultural ingredients (Article 23(4) (834/2007))</p> <ul style="list-style-type: none"> (i) A food product may be called 'organic' when at least 95% of the agricultural ingredients are organic; (ii) The remaining ingredients must come from the lists of Approved Ingredients, Additives or Processing Aids in Section 10 of this Manual. <p>Note: Agricultural ingredients are ingredients of animal or vegetable origin. They include milk, meat, cereals etc. but exclude minerals, water etc.</p>
4.2.02	<p>Products with less than 95% organic agricultural ingredients (Article 23(4) (834/2007))</p> <ul style="list-style-type: none"> (i) Where less than 95% of the agricultural ingredients are organic, only the ingredients list on the label of a food product or accompanying documentation may make reference to organic ingredients; (ii) The organic ingredients must be identified using the same colour, size and style of lettering as for the non-organic ingredients; (iii) In this case the ingredients list must also carry a declaration of the proportion of the agricultural ingredients that have been produced organically; (iv) Products with less than 95% organic agricultural ingredients cannot be labelled with the EU organic logo but must have the OF&G control body code 'GB-ORG-02'. <p>Products with less than 95% organic agricultural ingredients are not required to comply with Section 11.1.05 (c). This means the non-organic ingredients used in products with less than 95% organic agricultural ingredients do not have to be from the permitted list (See Section 10 of this Manual) but would need to comply with all other parts of Section 11.1.05 of this Manual.</p>
4.2.03	<p>Products where the main ingredient is a product of hunting or fishing (Article 23(4) (834/2007))</p> <ul style="list-style-type: none"> (i) Where the main ingredient is a product of hunting or fishing and all other agricultural ingredients are organic you may identify the organic ingredients in the same field of view as the product description; (ii) The reference to organic ingredients must not be more prominent than the product description; (iii) The organic ingredients must be identified in the ingredient panel using the same colour, size and style of lettering as for the non-organic ingredients; (iv) The total percentage of organic ingredients as a percentage of the agricultural ingredients must be included in the ingredient panel. (v) Remaining non agricultural ingredients must comply with Section 10 of this Manual (vi) An organic ingredient shall not be present together with the same ingredient in non-organic form or an ingredient in-conversion.

4.2.04	<p>In-Conversion Products of Plant Origin (Article 62 (889/2008))</p> <p>In-conversion products of plant origin can be labelled as 'product under conversion to organic farming' provided that:</p> <ul style="list-style-type: none"> (i) A conversion period of at least 12 months before the harvest has been complied with; (ii) The product contains only one crop ingredient of agricultural origin; (iii) The label does not mislead the customer that the product is organic; (iv) The phrase 'product under conversion to organic farming' must appear in a colour, size and style of lettering which is not more prominent than the sales description of the product; (v) The words 'organic farming' shall not be more prominent than the words 'product under conversion to'; (vi) The label must include the code number of the control body to which the operator who has carried out the most recent production or preparation operation is subject; (vii) Products in conversion are not allowed to use the EU logo; (viii) The OF&G logo is not permitted to be used on the label; (ix) The labelling of any animal product as in-conversion is prohibited.
4.2.05	<p>Animal Products</p> <ul style="list-style-type: none"> (i) Meat must be labelled in accordance with all relevant legislation; (ii) Additionally, each carcass, side, quarter and cut must be labelled giving the slaughter number (to provide an audit trail) and the date of slaughter; (iii) If the product is boxed the following information should be marked legibly on each outer package: <ul style="list-style-type: none"> (a) Name and address of supplier or supplier's mark; (b) Contents of the package; (c) Slaughter number and slaughter date (not required in the case of offals). (iv) Each carcass, side and quarter must be labelled as ORGANIC by means of an Organic Meat Stamp available from OF&G; (v) Only colours for stamping meat in accordance with article 2(8) of directive 94/36/EC are permitted (Article 27(1) (889/2008)); (vi) All birds/carcasses must be labelled in accordance with relevant legislation and the label must include the following particulars: <ul style="list-style-type: none"> (a) The name and address of the producer; (b) The address of the premises where the bird was slaughtered and prepared for sale.
4.2.06	<p>Control Body Codes (Article 58 (889/2008))</p> <ul style="list-style-type: none"> (i) Labels must include the code of the control body who licenses the company that applies the labels; (ii) For Organic Farmers & Growers this is 'GB-ORG-02'; (iii) This must be placed in the same visual field as the EU logo, where this is used on labels.

4.2.06 cont.	<p>UK control body codes:</p> <table border="1" data-bbox="359 271 1366 622"> <tr> <td>GB-ORG-02</td> <td>Organic Farmers & Growers (OF&G)</td> </tr> <tr> <td>GB-ORG-03</td> <td>Scottish Organic Producers Association (SOPA)</td> </tr> <tr> <td>GB-ORG-04</td> <td>Organic Food Federation (OFF)</td> </tr> <tr> <td>GB-ORG-05</td> <td>Soil Association Certification Ltd (SACL)</td> </tr> <tr> <td>GB-ORG-06</td> <td>Biodynamic Agriculture Association (BDAA)</td> </tr> <tr> <td>GB-ORG-07</td> <td>Irish Organic Farmers and Growers Association (IOFGA)</td> </tr> <tr> <td>GB-ORG-09</td> <td>Organic Trust Ltd</td> </tr> <tr> <td>GB-ORG-13</td> <td>Quality Welsh Food Certification (QWFC)</td> </tr> </table>	GB-ORG-02	Organic Farmers & Growers (OF&G)	GB-ORG-03	Scottish Organic Producers Association (SOPA)	GB-ORG-04	Organic Food Federation (OFF)	GB-ORG-05	Soil Association Certification Ltd (SACL)	GB-ORG-06	Biodynamic Agriculture Association (BDAA)	GB-ORG-07	Irish Organic Farmers and Growers Association (IOFGA)	GB-ORG-09	Organic Trust Ltd	GB-ORG-13	Quality Welsh Food Certification (QWFC)
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4.2.07	<p>Place of Origin (Article 24(1) (834/2007))</p> <ul style="list-style-type: none"> (i) There must be an indication of the origin of the agricultural raw materials, taking one of the following three forms: <ul style="list-style-type: none"> (a) Where ingredients originate from within the EU the product must be labelled as 'EU Agriculture'; (b) Where ingredients originate from outside the EU the product must be labelled as 'Non-EU Agriculture'; (c) Where ingredients originate from both inside and outside the EU the product must be labelled as 'EU/Non-EU Agriculture'. (ii) For the 'EU' or 'non-EU' indication, small quantities by weight of ingredients may be disregarded provided that the total quantity of the disregarded ingredients does not exceed 2% of the total quantity of agricultural ingredients; (iii) The indication 'EU' or 'non-EU' may be replaced or supplemented by the country of origin in the case where all agricultural raw materials of which the product is composed have been farmed in that country; (iv) The indication of the place where the agricultural raw materials have been farmed shall be placed immediately below the control body code number; (v) The 'EU' or 'non-EU' indication shall not appear in a colour, size and style of lettering more prominent than the sales description of the product. 																
4.2.08	<p>EU Organic Logo (Article 24(1) (834/2007)) (Article 25 (834/2007))</p> <ul style="list-style-type: none"> (i) This logo will be mandatory where packed product has at least 95% organic agricultural ingredients. If less than 95% of the content of agricultural ingredients of a product has been produced organically the logo cannot be used; (ii) The control body code must be placed in the same visual field as the EU logo followed by a declaration of where the ingredients have been farmed (See Section 4.2.07); (iii) Products in conversion are not allowed to use the EU logo; (iv) Non pre-packaged organic products can use the EU logo on a voluntary basis; (v) It is possible to use the EU logo on a voluntary basis in the case of any organic products imported from Third Countries. 																

4.2.09	<p>Calculation of Percentages of Ingredients</p> <p>(Article 19 (834/2007))</p> <ul style="list-style-type: none"> (i) As a general guide, the proportions of ingredients are calculated as they are weighed into the 'mixing bowl'; (ii) When calculating the percentages for an 'Organic' product only the agricultural ingredients are used; (iii) Water must be excluded from the calculations; (iv) Dehydrated ingredients which are to be rehydrated prior to mixing, must be weighed after rehydration; (v) Other non-agricultural ingredients, including salt, additives, micro-organisms and other materials listed in Section 10.3 and processing aids listed in Section 10.3 must be excluded from the calculations; (vi) Products making an organic claim, may not include the same agricultural ingredient in both non-organic and organic, or in-conversion, forms; (vii) All ingredients, including additives, of a multi-ingredient product must be listed on the product label in decreasing order by weight. It must be apparent which ingredients are of certified organic origin and which are not.
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Subcontracted Products

4.2.10	<p><i>Where the producer of a product certified by OF&G contracts out a processing operation to a company certified by another control body and wishes to identify the production standards and/or logo of OF&G</i></p> <ul style="list-style-type: none"> (i) <i>A written agreement is required, dated and signed, between the producer and the sub-contractor that commits both parties to reveal if either of their organic certification is altered, suspended, terminated, withdrawn or lapses for the product involved;</i> (ii) <i>Both operators must gain approval for the label from their own certifier and show proof of this to the other operator;</i> (iii) <i>The OF&G logo, if used, must not include the term 'GB-ORG-02' but must be prefixed by the phrase 'Produced under';</i> (iv) <i>The logo of the sub-contractor's organic control body may not appear;</i>
4.2.11	<p><i>As an example this could apply to a farmer having his OF&G certified meat processed, packed and labelled by a butcher certified by another control body, for sale in the farm shop. The UK code number of that body must appear on the labels but under the above arrangement, the OF&G logo could appear in place of the other control body's name or logo.</i></p>

Imported Products

4.2.12	<p>Where a product has been imported from an EU Member State or Third Country for processing or re-labelling by a registered processor, the use of the OF&G logo shall only be permitted where the production standards are in accordance with production standards specified in Sections 7 and 8 of this Manual.</p>
4.2.13	<p>The logo and/or name of a UK certifier may be used to show the certifier of the UK importer on organic produce labelled in the exporting country.</p>
4.2.14	<p>Such labelling should only appear where the conditions stated in Section 4.2.12 are in place and OF&G has approved the label.</p>
4.2.15	<p>The code number of the certifier in the exporting country must still appear on the labelling.</p>

4.2.16	There is no requirement for imported produce to be labelled with a UK code number. Any such requirement would be acting in restraint of trade and would not be acceptable.
4.2.17	<p>Terms Used To Define Organic Products in EU Member States (Article 23 (6) (834/2007))</p> <p>These terms may be found on products imported from EU member states and confirm that the product has been organically produced. The terms only apply to products from agricultural production systems and must not be confused with the use of these terms in connection with other scientific fields such as organic chemistry.</p> <p>Bulgarian: Биологично Земеделие Czech: Ekologické Zemedelství Danish: Økologisk Jordbrug Dutch: Biologische Landbouw Estonian: Mahepõllumajandus or Ökoloogiline Põllumajandus English: Organic Farming Finnish: Luonnonmukainen Maataloustuotanto French: Agriculture Biologique German: Biologische Landwirtschaft or Ökologischer Landbau Greek: Βιοαίχης Τεχνητά Hungarian: Ökológiai Gazdálkodás Italian: Agricoltura Biologica Lithuanian: Ekologinis Žemės Maltese: Agrikultura Organika Polish: Rolnictwo Ekologiczne Portuguese: Agricultura Biológica Romanian: Agricultură Ecologică Slovakian: Ekologické Poľnohospodárstvo Slovenian: Ekolosko Kmetijstvo Spanish: Agricultura Ecológica Swedish: Ekologiskt Jordbruk</p>

Partnership Programme

4.2.18	<i>The labelling of a product may only refer to the Partnership Programme or use the Partnership Programme logo where the product in question is certified to that programme and the operator has been issued with the Partnership Programme Certificate and Schedule to the Certificate which specify the products in question.</i>
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4.3 Labelling of Organic Feed Products

Feeds for Animals Intended for Human Consumption

4.3.01	<p>(Article 59 (889/2008))</p> <p>The labelling, advertising and commercial documentation relating to organic and in-conversion products may refer to organic production methods only where:</p> <ul style="list-style-type: none"> (i) The products have been produced, prepared or imported by an operator who is subject to the inspection measures laid down in Section 5 of this Manual; (ii) At least 95% of the product's dry matter is organic;
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4.3.01 cont.	<p>(iii) The products and the materials of which they are composed and any other substance used in the preparation of those products have not been subjected to treatments involving the use of ionising radiation;</p> <p>(iv) Non-organic feed materials from plant origin, feed materials from animal and mineral origin, feed additives, certain products used in animal nutrition and processing aids shall be used only if they have been authorised for use in organic production under Article 16 of EC 834/2007;</p> <p>(v) Growth promoters and synthetic amino-acids shall not be used;</p> <p>(vi) The processed feed complies with the provisions of this Manual and in particular with Sections 8.4 and 11.15.10;</p> <p>(vii) The processed feed complies with Section 11.1.04 of this Manual;</p> <p>(viii) Feed materials from the organic production method do not enter simultaneously with the same feed materials produced by non-organic means into the composition of the product;</p> <p>(ix) Feed materials from products in-conversion to organic farming do not enter simultaneously with the same feed materials produced by non-organic means into the composition of the product.</p>
4.3.02	<p>(Article 59 (889/2008))</p> <p>If the above requirements are met, the following statement is permitted in the case of products comprising variable quantities of feed materials from the organic production method and/or feed materials from products in conversion to organic farming and/or non-organic materials:</p> <p>‘may be used in organic production in accordance with Regulations (EC) 834/2007 and (EC) 889/2008’.</p>
4.3.03	<p>(Article 19 (834/2007))</p> <p>A compounded product may contain a raw material, which is both organic and in-conversion. Where a non-organic ingredient is used, the same ingredient cannot be present as either organic or in-conversion.</p>
4.3.04	<p>(Article 61 (889/2008))</p> <p>The indication referred to in Section 4.3.02:</p> <p>(i) Must be separate from the wording referred to in Article 5 of Directive 79/373/EEC or in Article 5(1) of Directive 96/25/EC;</p> <p>(ii) Must not be presented in a colour, format or character font that draws more attention to it than to the description or name of the animal feedingstuff referred to in Article 5(1)(a) of Directive 79/373/EEC or Article 5(1)(b) of Directive 96/25/EC respectively;</p> <p>(iii) Must be accompanied, in the same field of vision, by an indication by weight of dry matter referring:</p> <p>(a) To the percentage of feed material(s) from the organic production method;</p> <p>(b) To the percentage of feed material(s) from products in conversion to organic farming;</p> <p>(c) To the percentage of feed material(s) not covered by points (a) and (b);</p> <p>(d) To the total percentage of animal feed of agricultural origin.</p> <p>(iv) Must be accompanied by the name and/or the code number of the control body or authority to which the operator who carried out the final preparation is subject;</p> <p>(v) Must be accompanied by a list of names of feed materials from the organic production method;</p> <p>(vi) Must be accompanied by a list of names of feed materials from products in conversion to organic farming;</p>

4.3.04 cont.	(vii) May be accompanied by a reference to the requirement to use in accordance with Sections 8.4.06 to 8.4.08 and 8.4.14 to 8.4.17.
4.3.05	<i>The labels of all animal feed products must list all the ingredients in descending order by weight. Any ingredients that are organic or in-conversion must be clearly identified. In-conversion ingredients must not be identified as organic.</i>
4.3.06	<i>The labels of all animal feeds must contain the 'GB-ORG-02' code to identify OF&G as the responsible control body.</i>
4.3.07	<i>Detailed guidance for the labelling of animal feeds are provided in OF&G Technical Leaflet 206 - Guidance Notes for Feed Mills on the Manufacture, Labelling and use of Feeds for Organic Farming.</i>

Pet Foods

4.3.08	<i>Pending the inclusion of detailed processing rules for pet food in the EU Organic Regulations, national rules or, in the absence thereof, private standards accepted or recognised by the Member States shall apply.</i>
4.3.09	<i>Pet food products complying with the requirements of Section 8.4 of this Manual will be considered on a case-by-case basis. Where accepted for certification, they may be labelled in accordance with Section 4.3.04 above and carry the OF&G logo but without the statement 'GB-ORG-02' because this is restricted to products in the human food chain.</i>
4.3.10	<i>The labels of all pet food products must list all the ingredients, with the organic status of the agricultural ingredients identified where appropriate.</i>

4.4 Labelling of Farm Inputs

Pot Plants, Transplants and Reproductive Vegetative Materials

4.4.01	Plants grown in pots and trays, such as potted herbs and wheatgrass, intended for sale to the final consumer and labelled as 'organic' must be grown in substrates mainly composed of materials (more than 51%) derived from organic farming but not including soil or peat. A minimum of 75% of the substrate must originate from organic sources, yielding 51% of the nutrient content expressed as nitrogen. The balance must be composed of materials listed in Sections 7.14 and 7.16 of this Manual. The labels of these products may carry the OF&G logo.
4.4.02	Propagating materials such as pot plants and transplants raised in substrates solely composed of permitted materials for soil fertilising and conditioning listed in Sections 7.14 and 7.16 of this Manual must not carry any indications of organic production on the labels or advertising materials other than the term 'Transplants Approved for use in Organic Farming'. The word 'organic' in this statement, elsewhere on the label and/or on the advertising, shall not be more prominent than the other words of the statement. The labels of these products must NOT carry the OF&G logo.
4.4.03	Vegetative propagating materials such as strawberry plants, which are grown on a short term or annual cycle can be considered to be annuals. The runners can only be labelled as organically produced strawberry plants if the mother plants are grown on registered organic units for a minimum of 6 weeks. The labels of these products may carry the OF&G logo.
4.4.04	Where the mother plants are brought in from non-registered sources, cane and bush fruits and fruit trees can only be labelled as organically produced where the mother plants have undergone a minimum of 2 years organic management on a registered unit. The labels of these products may carry the OF&G logo.

4.4.05	During the 2-year 'conversion', products from these mother plants shall be labelled, in the labelling and advertising material, as 'Fruit Stock Grown on an Organic Unit'. The word 'organic' in this statement, elsewhere on the label and/or on the advertising, shall not be more prominent than the other words of the statement. The labels of these products must not carry the OF&G logo.
4.4.06	The labels and accompanying documentation for all products indicated in Sections 4.4.01 to 4.4.05 above must contain the code 'GB-ORG-02' to identify OF&G as the responsible control body.

Seeds

4.4.07	Mixes labelled as containing part organic or fully organic seeds, must be certified products mixed at a certified mill. The non-organic seed in the mix must be untreated and come from a non-GM source.
4.4.08	<i>The labelling of a part organic mix should state for example:</i> <i>'X% Organic Grass Seed Mix' plus the statement –</i> <i>X% of the seeds have been produced in accordance with the EU organic regulation.</i> The organic status of the individual components of the mix must be indicated.

Approved Farm Inputs

4.4.09	Product from non-organic sources, such as approved pest and disease control materials, propagating composts, manures and soil conditioning materials and fertilisers, listed in Sections 7.12, 7.14 and 7.16 of this Manual, must not be labelled as organic products.
4.4.10	Approved products which do not require prior approval before use (identified in Sections 7.12, 7.14 and 7.16 of this Manual) shall carry, in the labelling and accompanying documents, the statements: (i) 'Approved (Product name) (X% nutrient)' where the percentage X of the plant nutrient is required, and; (ii) 'Approved for use in Organic Farming'.

Restricted Farm Inputs

4.4.11	Products which require written approval before use (identified in Sections 7.12, 7.14 and 7.16 of this Manual as – 'Must be approved before use'), shall carry, in the labelling and advertising materials the statements: (i) 'Approved Restricted (Product name) (X% nutrient)' where the percentage X of the plant nutrient is required, and; (ii) 'Registered for Restricted Use in Organic Farming - Must be Approved before use'.
4.4.12	Where a product is labelled as indicated in Section 4.4.11, only the Restricted Product logo may be used on the product.
4.4.13	Where a product is labelled as indicated in Sections 4.4.10 and 4.4.11, the code 'GB-ORG-02' must not be used on the product.

4.5 Labelling of Non-food Products

Agricultural Products



4.5.01	<p>Where products, such as wool, veterinary products, essential oils and creams are composed of agricultural products which have been organically produced but are not covered by 834/2007:</p> <ul style="list-style-type: none"> (i) The product may be labelled as an 'Organic Product'; (ii) The product may carry the OF&G logo (to be determined on a case by case basis); (iii) The product must not carry the 'GB-ORG-02' code as this is restricted to products in the human food chain; (iv) The product may not carry the EU logo.
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Products of Non-agricultural Origin

4.5.02	<p>Non-agricultural products, such as water or sea salt, are not covered by the EC Regulation 834/2007 but can be labelled as follows:</p> <ul style="list-style-type: none"> (i) The product must not be labelled as an 'Organic Product'; (ii) The product can carry the label 'Water Bottled on an Organic Farm' or 'Organically Approved Sea Salt' and 'Certified by (name of control body)'; (iii) The product must not carry the OF&G logo, the EU logo or the 'GB-ORG-02' code.
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4.6 Organic production logo of the European Union - Specific Requirements

Organic logo of the EU

4.6.01	<p>(Annex XI (EC) 271/2010 (1), (3), (5))</p> <p>The Organic logo of the EU shall comply with the model shown.</p>  <p>The reference colour in Pantone is Light Green 376 CMYK: 50 / 0 / 100 / 0 RGB: 169 / 201 / 56</p> <p>If a symbol is used in colour on a coloured background, which makes it difficult to see, a delimiting outer line around the symbol can be used to improve contrast with the background colours.</p>
4.6.02	<p>(Annex XI (EC) 271/2010 (3), (4))</p> <p>The Organic logo of the EU can also be used in black and white as shown, <u>only where it is not practicable to apply it in colour.</u></p>  <p>If the background colour of the packaging or label is dark, the symbols may be used in negative format, using the background colour of the packaging or label.</p>
4.6.03	<p>(Annex XI (EC) 271/2010 (6))</p> <p>In certain specific situations where there are indications in a single colour on the packaging, the Organic logo of the EU may be used in the same colour.</p>
4.6.04	<p>(Annex XI (EC) 271/2010 (7))</p> <p>The Organic logo of the EU must have a height of at least 9mm and a width of at least 13.5mm; the proportion ratio height / width shall always be 1:1.5. Exceptionally the minimum size may be reduced to a height of 6mm for very small packages (for example a small packet of chewing gum or a single sugar sachet).</p>

4.6.05	(Annex XI (EC) 271/2010 (8)) The Organic logo of the EU may be associated with graphical or textual elements referring to organic farming, under the condition that they do not modify or change the nature of the Organic logo of the EU, nor any of the indications mentioned in this section. When associated to national or private logos using a green colour different from the reference colour mentioned in Section 4.6.01 above, the Organic logo of the EU may be used in that non-reference colour.
4.6.06	Organic Farmers & Growers are not requiring the mandatory use of the OF&G logo. However, should you wish to use our logo, please refer to Technical leaflet TL212 Labelling of Organic Food Products for guidance.

4.7 Approval of Labels

4.7.01	All labels and packaging materials referred to in Section 4.1 to 4.6 must be submitted to OF&G for approval prior to printing and use.
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Section 5 Inspection Requirements and Precautionary Measures

5.0 Contents Page

This Section explains the minimum inspection requirements and precautionary measures and the penalties for infringements to which all operators are subject. The legislation is specified in 834/2007, 889/2008, 1235/2008 and others.

Reference is made to 'the inspection body' throughout this Section. For OF&G operators, the inspection body is Organic Farmers & Growers Ltd.

Where legislation has been included in the text, it has, in some cases, been paraphrased for clarity. However, references are given where the reader may prefer to check the original. (Links to relevant legislation are given on both the OF&G and Defra websites.)

Important note:

The organic regulations are in addition to statutory legislation, they do not replace it.

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5.1 Article 27 (834/2007)

5.1.01	1. Member States shall set up a system of controls and designate one or more competent authorities responsible for controls in respect of the obligations established by this Regulation in conformity with Regulation (EC) No 882/2004.
5.1.02	2. In addition to the conditions laid down in Regulation (EC) No 882/2004, the control system set up under this Regulation shall comprise at least the application of precautionary and control measures to be adopted by the Commission in accordance with the procedure referred to in Section 1.15.02.
5.1.03	3. In the context of this Regulation the nature and frequency of the controls shall be determined on the basis of an assessment of the risk of occurrence of irregularities and infringements as regards compliance with the requirements laid down in this Regulation. In any case, all operators with the exception of wholesalers dealing only with pre-packaged products and operators selling to the final consumer or user as described in Section 5.2.02 shall be subject to a verification of compliance at least once a year.
5.1.04	4. The competent authority may: <ul style="list-style-type: none"> (a) Confer its control competences to one or more other control authorities. Control authorities shall offer adequate guarantees of objectivity and impartiality, and have at their disposal the qualified staff and resources necessary to carry out their functions; (b) Delegate control tasks to one or more control bodies. In that case, the Member States shall designate authorities responsible for the approval and supervision of such bodies.
5.1.05	5. The competent authority may delegate control tasks to a particular control body only if the conditions laid down in Article 5(2) of Regulation (EC) No 882/2004 are satisfied, and in particular where: <ul style="list-style-type: none"> (a) There is an accurate description of the tasks that the control body may carry out and of the conditions under which it may carry them out; (b) There is proof that the control body: <ul style="list-style-type: none"> (i) Has the expertise, equipment and infrastructure required to carry out the tasks delegated to it; (ii) Has a sufficient number of suitably qualified and experienced staff; and (iii) Is impartial and free from any conflict of interest as regards the exercise of the tasks delegated to it. (c) The control body is accredited to the most recently notified version, by a publication in the C series of the Official Journal of the European Union, of European Standard EN 45011 or ISO Guide 65 (General requirements for bodies operating product certification systems), and is approved by the competent authorities; (d) The control body communicates the results of the controls carried out to the competent authority on a regular basis and whenever the competent authority so requests. If the results of the controls indicate non-compliance or point to the likelihood of non-compliance, the control body shall immediately inform the competent authority; (e) There is an effective coordination between the delegating competent authority and the control body.

5.1.06	<p>6. In addition to the provisions of Section 5.1.05, the competent authority shall take into account the following criteria whilst approving a control body:</p> <ul style="list-style-type: none"> (a) The standard control procedure to be followed, containing a detailed description of the control measures and precautions that the body undertakes to impose on operators subject to its control; (b) The measures that the control body intends to apply where irregularities and/or infringements are found.
5.1.07	<p>7. The competent authorities may not delegate the following tasks to the control bodies;</p> <ul style="list-style-type: none"> (a) The supervision and audit of other control bodies; (b) The competence to grant exceptions, as referred to in Sections 1.11.01 – 1.11.03, unless this is provided for in the specific conditions laid down by the Commission in accordance with Section 1.11.03.
5.1.08	<p>8. In accordance with Article 5(3) of Regulation (EC) No 882/ 2004, competent authorities delegating control tasks to control bodies shall organise audits or inspections of control bodies as necessary. If, as a result of an audit or an inspection, it appears that such bodies are failing to carry out properly the tasks delegated to them, the delegating competent authority may withdraw the delegation. It shall withdraw it without delay if the control body fails to take appropriate and timely remedial action.</p>
5.1.09	<p>9. In addition to the provisions of Section 5.1.08, the competent authority shall:</p> <ul style="list-style-type: none"> (a) Ensure that the controls carried out by the control body are objective and independent; (b) Verify the effectiveness of its controls; (c) Take cognisance of any irregularities or infringements found and corrective measures applied; (d) Withdraw approval of that body where it fails to satisfy the requirements referred to in (a) and (b) or no longer fulfils the criteria indicated in Sections 5.1.05, 5.1.06 or fails to satisfy the requirements laid down in Sections 5.1.11, 5.1.12 and 5.1.14.
5.1.10	<p>10. Member States shall attribute a code number to each control authority or control body performing control tasks as referred to in Section 5.1.04.</p>
5.1.11	<p>11. Control authorities and control bodies shall give the competent authorities access to their offices and facilities and provide any information and assistance deemed necessary by the competent authorities for the fulfilment of their obligations according to this Article.</p>
5.1.12	<p>12. The control authorities and control bodies shall ensure that at least the precautionary and control measures referred to in Section 5.1.02 are applied to operators subject to their control.</p>
5.1.13	<p>13. Member States shall ensure that the control system as set up allows for the traceability of each product at all stages of production, preparation and distribution in accordance with Article 18 of Regulation (EC) No 178/2002, in particular, in order to give consumers guarantees that organic products have been produced in compliance with the requirements set out in this Regulation.</p>
5.1.14	<p>14. By 31 January each year, at the latest, the control authorities and control bodies shall transmit to the competent authorities a list of the operators which were subject to their controls on 31 December of the previous year. A summary report of the control activities carried out during the previous year shall be provided by 31 March each year.</p>

5.2 Article 28 (834/2007)

5.2.01	<p>1. Any operator who produces, prepares, stores, or imports from a Third Country products in the meaning of Section 1.4.02 or who places such products on the market shall, prior to placing on the market of any products as organic or in conversion to organic:</p> <p>(a) Notify their activity to the competent authorities of the Member State where the activity is carried out;</p> <p>(b) Submit their undertaking to the control system referred to in Section 5.1.</p> <p>The first subparagraph shall also apply to exporters who export products produced in compliance with the production rules laid down in this Regulation. Where an operator contracts out any of the activities to a third party, that operator shall nonetheless be subject to the requirements referred to in points (a) and (b), and the subcontracted activities shall be subject to the control system.</p>
5.2.02	<p>2. Member States may exempt from the application of this Article operators who sell products directly to the final consumer or user provided they do not produce, prepare, store other than in connection with the point of sale or import such products from a Third Country or have not contracted out such activities to a third party.</p>
5.2.03	<p>3. Member States shall designate an authority or approve a body for the reception of such notifications.</p>
5.2.04	<p>4. Member States shall ensure that any operator who complies with the rules of this Regulation, and who pays a reasonable fee as a contribution to the control expenses, is entitled to be covered by the control system.</p>
5.2.05	<p>5. The control authorities and control bodies shall keep an updated list containing the names and addresses of operators under their control. This list shall be made available to the interested parties.</p>
5.2.06	<p>6. The Commission, in accordance with the procedure referred to in Section 1.15.02, shall adopt implementing rules to provide details of the notification and submission procedure referred to in Section 5.2.01 in particular with regard to the information included in the notification referred to in Section 5.2.01 (a).</p>

5.3 Article 29 (834/2007)

5.3.01	<p>1. The control authorities and the control bodies referred to in Section 5.1.04 shall provide documentary evidence to any such operator who is subject to their controls and who in the sphere of his activities, meets the requirements laid down in this Regulation. The documentary evidence shall at least permit the identification of the operator and the type or range of products as well as the period of validity.</p>
5.3.02	<p>2. The operator shall verify the documentary evidence of his suppliers.</p>
5.3.03	<p>3. The form of the documentary evidence referred to in Section 5.3.01 shall be drawn up in accordance with the procedure referred to in Section 1.15.02, taking into account the advantages of electronic certification.</p>

5.4 Article 30 (834/2007)

5.4.01	<p>1. Where an irregularity is found as regards compliance with the requirements laid down in this Regulation, the control authority or OF&G shall ensure that no reference to the organic production method is made in the labelling and advertising of the entire lot or production run affected by this irregularity, where this would be proportionate to the relevance of the requirement that has been violated and to the nature and particular circumstances of the irregular activities.</p> <p>Where a severe infringement or an infringement with prolonged effect is found, the control authority or OF&G shall prohibit the operator concerned from marketing products which refer to the organic production method in the labelling and advertising for a period to be agreed with the competent authority of the Member State.</p>
5.4.02	<p>2. Information on cases of irregularities or infringements affecting the organic status of a product shall be immediately communicated between the control bodies, control authorities, competent authorities and Member States concerned and, where appropriate, to the Commission.</p> <p>The level of communication shall depend on the severity and the extent of the irregularity or infringement found.</p> <p>The Commission may, in accordance with the procedure referred to in Section 1.15.02, lay down specifications regarding the form and modalities of such communications.</p>

5.5 Article 31 (834/2007)

5.5.01	<p>Upon a request duly justified by the necessity to guarantee that a product has been produced in accordance with this Regulation, the competent authorities, control authorities and the control bodies shall exchange relevant information on the results of their controls with other competent authorities, control authorities and control bodies. They may also exchange such information on their own initiative</p>
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5.6 Details of Enterprises that must be Inspected and Certified

5.6.01	<p>In the UK, anyone who produces, prepares, stores or imports from a Third Country, organically-produced products for the purpose of marketing them, must first be inspected and certified by a Defra approved organic control body.</p>
5.6.02	<p>Where any of these activities is contracted out to a third party, both the operator and the sub-contractor must be inspected and certified as above.</p>
5.6.03	<p>Agricultural production must be inspected. This includes arable and horticultural crops, livestock, wild crafted products.</p> <p>Note 1 - Where there is parallel production (i.e. where one operator manages both organic and non-organic crop production, or both organic and non-organic livestock production), the non-organic production units, including farm input storage facilities and livestock records, must also be inspected.</p> <p>Note 2 - Where detailed production rules for certain animal species are not laid down in the EU Regulation the rules given in Sections 4 and 5 (Labelling and Inspection Requirements) of this Manual shall apply.</p>

5.6.04	<p>Food, feed or seed processing, preparation, storage, transportation and importing enterprises must be inspected. These include:</p> <ul style="list-style-type: none"> i) Slaughter of livestock; ii) Food preparation and packing, including on-farm processing enterprises such as cheese making and butchery; iii) Bulk transport of products where the product changes its contact container; iv) Cleaning and storage of crops in bulk; v) Re-packing or re-labelling of products at any stage of the distribution chain; vi) Preparing (for sale) animal feeds containing organic products; vii) Cleaning, mixing and packing organically produced seeds; viii) Storage and wholesaling; ix) Storage, transport and distribution of products in sealed and labelled containers or in their final consumer packaging; x) Importing organic plant and animal products from countries outside the European Union, known as Third Countries (both the Importer and First Consignee must be certified). (Inspection is however required when importing from EU countries, if one or more of the operations detailed in i) to ix) above, takes place before the goods are sold.) <p>Note: See Section 5.10 for on-farm processing enterprises.</p>
5.6.05	<p><u>The following enterprises are not currently subject to the statutory inspection and certification programme, but may be included on a voluntary basis.</u> (The operator may wish to do this for marketing purposes.)</p> <ul style="list-style-type: none"> i) Retail sale of products which have been purchased in their final sealed and labelled consumer packaging; ii) Storage, transport and distribution of products in sealed and labelled containers or in their final consumer packaging; iii) Non-food farm inputs e.g. fertilisers and soil conditioners; iv) Feed for zoological and fur-bearing animals (i.e. animals not in the human food chain); v) Non-agricultural products e.g. salt, water; vi) Non-food products e.g. cosmetics, textiles.

5.7 Minimum Inspection Requirements and Precautionary Measures

5.7.01	<p>(Article 63 (1) (889/2008))</p> <p>When the control arrangements are first implemented, the operator shall draw up and subsequently maintain:</p> <ul style="list-style-type: none"> a) A full description of the unit and/or premises and/or activity; b) All the practical measures to be taken at the level of the unit and/or premises and/or activity to ensure compliance with the organic production rules; c) The precautionary measures to be taken in order to reduce the risk of contamination by unauthorised products or substances and the cleaning measures to be taken in storage places and throughout the operator's production chain. d) Where appropriate, the description and measures provided for in the first subparagraph may be part of a quality system as set up by the operator.
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5.7.02	<p>3. For the application of Section 5.2.01 the operator shall notify the following information to OF&G:</p> <ul style="list-style-type: none"> (a) Name and address of operator; (b) Location of premises and, where appropriate, parcels (land register data) where operations are carried out; (c) Nature of operations and products; (d) Undertaking by the operator to carry out the operation in accordance with the provisions laid down in this Manual; (e) In the case of an agricultural holding, the date on which the producer ceased to apply products not authorised for organic production on the parcels concerned; (f) The name of the approved body to which the operator entrusted control of his undertaking, where the Member State has implemented the control system by approving such bodies.
5.7.03	<p>(Article 70 (1) (889/2008))</p> <p>The full description of the unit referred to in Section 5.7.01(a) shall:</p> <ul style="list-style-type: none"> (a) Be drawn up even where the operator limits his activity to the collection of wild plants; (b) Indicate the storage and production premises and land parcels and/or collection areas and, where applicable, premises where certain processing and/or packaging operations take place; (c) Specify the date of the last application on the parcels and/or collection areas concerned of products, the use of which is not compatible with the organic production rules.
5.7.04	<p>(Article 70 (2) (889/2008))</p> <p>In case of collection of wild plants, the practical measures referred to in 5.7.01(b) shall include any guarantees given by third parties which the operator can provide to ensure that the provisions of Section 7.1.03 are complied with.</p>
5.7.05	<p><u>Declaration:</u> The operator must then sign a Declaration (RD90), confirming that all information provided is correct and undertaking to comply with the OF&G Standards and accept, in the event of any non-compliance, penalties as detailed in Section 5.8.</p>
5.7.06	<p><u>Changes:</u> The operator must notify the inspection body, in due time, of any changes in the description, ownership or management of the unit or changes in any practical measures taken.</p>
5.7.07	<p>(Article 65 (1) (889/2008))</p> <p><u>Annual Inspection:</u> The inspection body must make a full physical inspection following application and then at least once a year of the production/preparation units or other premises.</p>
5.7.08	<p>(Article 65 (3) (889/2008))</p> <p><u>Inspection Report:</u> An inspection report must be drawn up after each visit, identifying any deficiencies or non-compliances with the provisions of this Manual. The Declaration and information given in the application form must be verified during this inspection. The operator must countersign the report and take any necessary corrective measures.</p>
5.7.09	<p>(Article 65 (4) (889/2008))</p> <p><u>Spot Inspections:</u> Moreover, the control authority or OF&G shall carry out random control visits, primarily unannounced, based on the general evaluation of the risk of non-compliance with the organic production rules, taking into account at least the results of previous controls, the quantity of products concerned and the risk for exchange of products.</p>

5.7.10	<p><u>(Article 65 (2) (889/2008))</u></p> <p><u>Samples</u>: Samples <u>may</u> be taken, on a random basis, to check for contamination by unauthorised products or to check for unauthorised production techniques. However, they <u>must</u> be taken and analysed where the use of unauthorised products is suspected.</p>
5.7.11	<p><u>Traceability</u>: Traceability of meat is required from unit of production through to sale to final customer, so inspections must be carried out at all stages including slaughter, cutting and any other preparation.</p> <p>For non-meat livestock products (e.g. eggs, milk) traceability needs to be ensured as far as is technically possible.</p> <p>In any event, the inspection measures should ensure that traceability is adequate to be able to prove that organic products have been produced in accordance with the provisions of this Manual.</p>
5.7.12	<p><u>Records</u>: Stock and financial records must be kept and made available at the inspection – see Section 6 (for producers) and Section 11.9 (for processors) of this Manual.</p>
5.7.13	<p><u>Packing and Labelling</u>: Products must be appropriately packaged and labelled to ensure traceability and prevent substitution of contents – see Section 4 (labelling) and Section 11 of this Manual.</p>
5.7.14	<p><u>Transport and Storage</u>: Storage and transportation of organic products must be carried out in such a way that the organic integrity of the products is not compromised at any time.</p> <p>See Sections 7.17 (crops), 8.6 (livestock) and 11.6.08 to 11.6.20 (processing) of this Manual for more specific information.</p>
5.7.15	<p><u>Segregation and Prevention of Contamination</u>: Organic livestock, produce and products must be kept separate from non-approved products at all times and controls must be in place to prevent contamination by any kind of non-approved substance, including pest control and cleaning chemicals.</p>
5.7.16	<p><u>(Article 67 (1) (889/2008))</u></p> <p><u>Access to Facilities</u>: The operator must give OF&G, for inspection purposes, access to all parts of the unit and all premises as well as to the accounts and relevant supporting documents. He/she must provide OF&G with any information deemed necessary for the purposes of the inspection. At the request of the inspection body, the operator shall submit results of his/her own sampling and testing programmes.</p>
5.7.17	<p><u>Importing</u>: Importers and first consignees must submit details of any import authorisations and certificates of inspection for import of organic products from Third Countries.</p>
5.7.18	<p><u>Wild Crafting</u>: <i>The operator and the facilities shall be inspected at least once per year and be subjected to the same inspection procedures as any other party. The inspection shall include:</i></p> <ul style="list-style-type: none"> <i>i) Interviews with the collectors;</i> <i>ii) Visit to an appropriate proportion of the certified area;</i> <i>iii) Visits to and interviews of any middlemen;</i> <i>iv) The gathering of relevant information about the area of collection from interviews of landowners and other parties such as environmental agencies, NGOs, etc.</i>
5.7.19	<p><u>Confidentiality/Exchange of information</u>: Where an operator and his/her sub-contractor/s are inspected by different inspection bodies, the Declaration referred to above, must include an agreement by the operator, on behalf of him/herself and the subcontractor/s, that the inspection bodies may exchange information about these operations and on the way this exchange of information can be implemented.</p>

5.8 Penalties for Infringements of these Standards – see also Section 3 of this Manual

5.8.01	Applicants, organic operators and those in the process of conversion to organic production must give to OF&G a signed undertaking to carry out operations in accordance with these Standards, with particular reference to the labelling requirements (given in Section 4 of this Manual), and to accept, in the event of infringements, enforcement of measures referred to below.
5.8.02	<p>OF&G shall:</p> <ul style="list-style-type: none"> i) Ensure that, where an irregularity is found regarding the implementation of the measures referred to in this Manual, the indications provided for in Section 4 referring to the organic production method are removed from the entire lot or production run affected by the irregularity concerned; ii) Where a manifest infringement, or an infringement with prolonged effects, is found, prohibit the operator concerned from marketing products with indications referring to the organic production method for a period to be agreed with Defra; iii) Where a non-compliance is found, which does not directly affect the integrity of the organic products, the operator shall correct the non-compliance at the direction of the OF&G Certification Officer.
5.8.03	<i>For definitions of Non-compliance, Irregularity and Manifest Infringement, refer to the Definitions in Sections 2 and 3 of this Manual.</i>
5.8.04	<p>(Article 91 (1) (889/2008))</p> <p>Where an operator considers or suspects that a product which he has produced, prepared, imported or had delivered from another operator, is not in compliance with these Standards, he shall initiate procedures either to withdraw from this product any reference to the organic production method or to separate and identify the product. He may only put it into processing or packaging or on the market after elimination of that doubt, unless it is placed on the market without indication referring to the organic production method. In case of such doubt, the operator shall immediately inform the inspection body. The inspection body may require that the product cannot be placed on the market with indications referring to the organic production method until it is satisfied, by the information received from the operator or from other sources, that the doubt has been eliminated.</p>
5.8.05	<p>(Article 91 (2) (889/2008))</p> <p>Where an inspection body or authority has a substantiated suspicion that an operator intends to place on the market a product not in compliance with this Manual but bearing a reference to the organic production method, this inspection body or authority can require that the operator may provisionally not market the product with this reference. This decision shall be supplemented by the obligation to withdraw from this product any reference to the organic production method if the control body is sure that the product does not fulfil the requirements of this Regulation. However if the suspicion is not confirmed, the above decision shall be cancelled not later than the time period specified by the inspection body. The operator shall cooperate fully with the control body in resolving the suspicion.</p>
5.8.06	<p>(Article 91 (3) (889/2008))</p> <p>Member States shall take whatever measures and sanctions are required to prevent fraudulent use of the indications referred to in this Manual.</p>

5.9 Use of Sub-Contractors

5.9.01	<p>With regard to the operations, which are contracted out to third parties, the full description of the general provisions shall include:</p> <ul style="list-style-type: none"> i) A list of the sub-contractors with a description of their activities and the inspection bodies or authorities to which they are subject. These sub-contractors must have agreed to their holding being subject to an inspection regime in accordance with the relevant parts of this section; ii) All the practical measures, including an appropriate system of documentary accounts, to be taken at the level of the unit to ensure that the products the operator places on the market can be traced to their suppliers, and, where different, their sellers, as well as to their consignees and, where different, their buyers.
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5.10 Inclusion of On-farm Processing on a Producer Licence

5.10.01	<p>Processing, packaging and/or marketing may take place at the production unit, where these activities are limited to its own agricultural produce.</p> <p><i>This allows simple processing (see Section 2.1.60) of own produce to be inspected by a producer inspector and to be included on the producer licence.</i></p>
5.10.02	<p><i>Processing, packing or marketing enterprises can be inspected by a producer inspector and included on the producer licence as long as:</i></p> <ul style="list-style-type: none"> <i>i) The activities take place on the farm;</i> <i>ii) The processing or packing is limited to the farm's own agricultural produce with a maximum of 10% of bought-in ingredients (organic or non-organic) required to process the farm's products;</i> <i>iii) Any processing done is simple (see Section 2.1.60).</i> <p><i>If any of the above is <u>not</u> valid, a separate licence is required.</i></p> <p><i>If the process is complex, even though it takes place on the farm, an inspector with specific processing training must be used.</i></p>
5.10.03	<p>OF&G is responsible for:</p> <ul style="list-style-type: none"> i) Evaluating the operation to be inspected and deploying an appropriately qualified inspector; ii) In the event that it is uncertain which level of inspection is required, the precautionary principle should be applied and the higher level of inspector deployed; iii) Ensuring that all processor inspection reports, including simple, are reviewed by a Certification Officer with processing qualifications or a Certification Committee that includes personnel with processing qualifications.

5.11 Avoidance of Genetically Modified Organisms

5.11.01	<p><i>This sub-section details the requirements for the exclusion of genetically modified organisms and their derivatives from the production and processing of organic products. Refer to the definitions in Section 2 of this Manual for the definition of a genetically modified organism.</i></p>
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Article 9 (834/2007) Prohibition on the use of GMOs

5.11.02	<p>1. GMOs and products produced from or by GMOs shall not be used as food, feed, processing aids, plant protection products, fertilisers, soil conditioners, seeds, vegetative propagating material, micro-organisms and animals in organic production.</p>
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5.11.02 cont.	<p>2. For the purpose of the prohibition referred to in paragraph 1 concerning GMOs or products produced from GMOs for food and feed, operators may rely on the labels accompanying a product or any other accompanying document, affixed or provided pursuant to Directive 2001/18/EC, Regulation (EC) 1829/2003 of the European Parliament and the Council of 22 September 2003 on genetically modified food and feed (1) or Regulation (EC) 1830/2003 concerning the traceability and labelling of genetically modified organisms and the traceability of food and feed products produced from genetically modified organisms.</p> <p>Operators may assume that no GMOs or products produced from GMOs have been used in the manufacture of purchased food and feed products when the latter are not labelled, or accompanied by a document, pursuant to those Regulations, unless they have obtained other information indicating that labelling of the products in question is not in conformity with those Regulations.</p> <p>3. For the purpose of the prohibition referred to in paragraph 1, with regard to products not being food or feed, or products produced by GMOs, operators using such non-organic products purchased from third parties shall require the vendor to confirm that the products supplied have not been produced from or by GMOs.</p> <p>4. The Commission shall decide on measures implementing the prohibition on the use of GMOs and products produced from or by GMOs in accordance with the procedure referred to in Section 1.15.02.</p>
5.11.03	<p>Operators must take all reasonable measures and exert all due diligence to prevent any such use in organic systems during production, processing, storage and transport. See relevant Sections of this Manual, especially the following for additional information on GMOs: Sections 7.4 and 7.13 re GMOs in Crop Production; Sections 8.1, 8.4 and 8.5 re GMOs in Livestock Production; Sections 10.3 and 11.4 re GMOs in Processed Foods.</p> <p>OF&G expects there to be no GMO contamination, adventitious or intentional, of any organic or part organic product. We require suppliers to exert all due diligence and take all reasonable precautions to ensure this.</p> <p>Where appropriate the due diligence must include testing for GMOs or their derivatives to the 0.1% level. The frequency of testing must be appropriate to the risk. Any material containing GMOs or their derivatives above the 0.1% level (effectively the limit of detection) would be unacceptable for use in organic production systems.</p> <p>Any material found to contain GMOs or their derivatives above the 0.1% level but below the 0.9% level, should be removed from the organic production unit at the supplier's expense. Livestock that have been fed this material, or products from livestock that have been fed this material (e.g. milk, meat or eggs) will not automatically lose their organic status. This will be reviewed on a case by case basis.</p> <p>Any material found to contain GMOs or their derivatives at or above the 0.9% level must be removed from the organic production unit, at the supplier's expense.</p> <p>Livestock that have been fed this material, or products from livestock that have been fed this material (e.g. milk, meat or eggs) will lose their organic status. In addition all affected products must be re-labelled to show their GM status, as per statutory legislation.</p>
5.11.04	<p>OF&G reserves the right, in cases of concern, to analyse samples of organic products for genetically modified material. Where this shows that deliberate use of GMOs or derivatives has occurred or that due diligence has not been observed, the cost of analysis shall be borne by the operator.</p>
5.11.05	<p>Organic certification may be withdrawn from specific crops or products where, following an evaluation, and where appropriate, analysis, the control body considers that GMOs or their derivatives have been used.</p>

Evaluation of risk of GM contamination at farm level

5.11.06	<p><i>OF&G inspectors check, at each inspection, if there are proposed or actual production sites of GM crops within a 3 kilometre radius of registered holdings. OF&G may also become aware of this situation by reports from its operators or others. The following procedure is then used to evaluate the risk to the organic status of the holding:</i></p> <ul style="list-style-type: none"> <i>i) The risk to the organic crops, based on the likelihood of pollen travel from the GM crops and the circumstances of each location;</i> <i>ii) Where necessary a further inspection will be arranged to evaluate the risk on site;</i> <i>iii) The inspector will produce a report recording the geographic and climatic conditions, the organic and GM crops, the weed populations, flowering times and any other relevant factors and make recommendations concerning the risk to the organic crops;</i> <i>iv) The report will be considered by the OF&G Certification Committee, which may require an analysis of the organic crops before or after harvest;</i> <i>v) The operator will be informed of the decision and any actions required.</i>
5.11.07	<p><i>Partnership Programme - An assessment of all registered farms within a 6 mile radius of these sites will be done, using the procedure in Section 5.11.06.</i></p>

6.1 Documentation Requirements

6.1.01	<p>All producers must have the following documents and Codes of Practice. The Codes of Practice are available from the Defra Website or Tel: 0870 6005522:</p> <ul style="list-style-type: none"> (i) The OF&G Organic Standards and Certification Manual and Revisions; (ii) Protecting our Water, Soil and Air – A Code of Good Agricultural Practice for farmers, growers and land managers.
6.1.02	<p>Arable crop producers must have the following documents and Codes of Practice (available from the Defra Website or Tel: 0870 6005522 or Home Grown Cereals Authority (HGCA) Tel: 024 7647 8730 or www.hgca.com):</p> <ul style="list-style-type: none"> (i) Code of Practice for using Plant Protection Products; (ii) Code of Practice for the Control of Salmonella; (iii) The HGCA booklet Grain Storage Guide; (iv) The HGCA publication Arable Cropping and the Environment (ACE).
6.1.03	<p>Livestock producers must have the following Codes of Practice (available from the Defra Website or Tel: 0870 6005522 or National Farmers Union (NFU) Tel: 024 7685 8500):</p> <ul style="list-style-type: none"> (i) Codes of Recommendations for the Welfare of Livestock - relevant to the type of production; (ii) Guidance on the Transport of Casualty Farm Animals – if transporting own animals; (iii) Code of Practice for On-Farm Mixers Producing Complete Feed for their Own Use - if home-mixing feed (NFU).
6.1.04	<p>For producers in the devolved regions (Wales, Scotland and Northern Ireland) please contact your relevant government department in order to obtain the above codes.</p>

Complaints Received

6.1.05	<p>To comply with the requirements of EN45011, OF&G must ensure that registered operators keep a record of all complaints made against the certified products or production systems used by them. Any complaints received must be investigated by the operator and the appropriate action taken to correct the problem. The operating procedures must be reviewed to ensure that the problem does not reoccur. Record Sheet 52 in Appendix 1 can be used for this purpose.</p>
6.1.06	<p>All complaints and the actions taken are to be recorded by the operator and to be made known to the inspector at the time of the inspection.</p>
6.1.07	<p>All licensed operators must inform OF&G immediately they become aware of any current, recent (within the last 12 months) or pending investigations or prosecutions (RD90).</p>

Annual Report

6.1.08	<p>(Article 71 (889/2008))</p> <p>Each year, before the date indicated by OF&G, the producer must notify OF&G of its schedule of production of crop products, giving a breakdown by parcel.</p>
6.1.09	<p>OF&G will issue an Annual Questionnaire, prior to the inspection, in which the producer must summarise the production records specified in this section. The Annual Questionnaire must be completed before the inspection and handed to the inspector.</p>

6.2 Record Keeping Requirements for all Producers

General Requirements

6.2.01	(Article 66 (1) (889/2008)) Stock and financial records shall be kept at the unit or premises and shall enable the operator to identify, and the control authority or OF&G, to verify: (i) The supplier and, where different, the seller, or the exporter of the products; (ii) The nature and the quantities of organic products delivered to the unit and, where relevant, of all materials bought and the use of such materials, and, where relevant, the composition of the compound feedingstuffs; (iii) The nature and the quantities of organic products held in storage at the premises; (iv) The nature, the quantities and the consignees and, where different, the buyers, other than the final consumers, of any products which have left the unit or the first consignee's premises or storage facilities; (v) In case of operators who do not store or physically handle such organic products, the nature and the quantities of organic products bought and sold, and the suppliers, and where different, the sellers or the exporters and the buyers, and where different, the consignees.
6.2.02	The records must be sufficiently comprehensive to demonstrate that the standards in this Manual have been observed and they must be retained for a period of not less than 3 years.
6.2.03	The data in the accounts must be supported with appropriate documents, such as invoices.
6.2.04	The accounts must demonstrate the balance between the input and the output.
6.2.05	<i>Pro forma Record Sheets are supplied to all producers - see Section 6.4 and Appendix 1. Their use is optional but if not used, equivalent records must be kept.</i>
6.2.06	Restricted materials or practices requiring approval before use must be applied for in advance.

Input Records

6.2.07	Details of the origin, nature and quantities of all products (including livestock) brought-in and the use of such products - <i>by delivery notes and/or purchase invoices.</i>
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Output Records

6.2.08	Details of the nature, quantities and consignees of all agricultural products sold.
6.2.09	Quantities sold directly to the final consumer shall be accounted for on a daily basis.
6.2.10	<i>Sales may be recorded by delivery notes, sales invoices, till receipts or in the case of a farm shop where sales are by self service, recording the quantities of bulk product (boxes or sacks) transferred from the holding to the shop using a delivery note system (OF&G Record Sheet 23).</i>

Stock Records and Reconciliation

6.2.11	Stock records for raw materials and finished products - <i>at least an annual stocktake of products in store at the end of the accounting/financial year.</i>
6.2.12	The accounts must demonstrate the balance between the input and the output.

6.2.13	<p>The records of crops produced during the year and the products in store at the beginning and end of the accounting/financial year must be sufficient to permit a mass balance reconciliation with the crops sold or consumed within the farm during the same period, using the formula:</p> <p>(Opening stock + crop production + crops brought in) – (sales + crops consumed) = closing stock.</p>
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Farm Conversion Plan

6.2.14	<p>Producers are required to establish and maintain the following documents and farm management plans (<i>Conversion Plan</i>):</p> <ul style="list-style-type: none"> (i) The Conversion Plan, including an up-to-date map of the holding of sufficient scale to identify the field reference numbers and areas, indicating the fields in-conversion, organic or non-organic – see Section 7.3; (ii) A large scale plan of the farm buildings, yards and stores etc. identifying their use and whether designated for organic or non-organic purposes (<i>Conversion Plan</i>); (iii) A large scale plan of the crop storage areas identifying the bins and floor storage areas whether designated for in-conversion, organic or non-organic purposes (<i>Conversion Plan</i>); (iv) A large scale plan of the buildings used for housing livestock, their dimensions, numbers of animals housed and whether designated for organic or non-organic purposes (<i>Conversion Plan</i>); (v) The Farm Biodiversity and Conservation Plan - see Section 7.5 (<i>Record Sheet 1</i>); (vi) The Farm Waste Management Plan - see Section 7.13 (<i>Record Sheet 10</i>); (vii) An agreement with another registered producer to export organically produced manures where the production exceeds 170 Kg nitrogen/ha/year (<i>Record Sheet 11</i>); (viii) An agreement to rent land from/to another registered producer (<i>Record Sheet 24</i>).
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Conversion Records

6.2.15	<p>Records must be kept of the previous treatments with agrochemicals and artificial fertilisers by field or area over the last two crop years preceding conversion.</p>
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Genetically Modified Organisms

6.2.16	<p>Verifiable and up to date evidence must be obtained from all relevant suppliers in order to confirm that the products or ingredients or other inputs that are supplied to the operator are not produced from GMOs or their derivatives. For compound feeds the label may be used.</p>
6.2.17	<p>An operator on a farm production unit, on-farm processing unit or small scale processing unit shall require that the suppliers of all relevant non-organic raw materials supply a signed declaration, statement, letter or a printed product label which confirms that the material is not produced from GMOs (<i>Record Sheet 2</i>).</p>

Farm Biodiversity Plan

6.2.18	<p>Producers must develop a Farm Biodiversity and Conservation Plan to lay out the policy for managing the farm environment in line with the requirements of Section 7.5 (<i>Record Sheet 1</i>). A conservation plan drawn up for another authority may be acceptable.</p>
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Seeds, Transplants and Propagating Material

6.2.19	<p>For all seeds, transplants and vegetative reproductive materials used or brought onto the holding, producers must keep the following records:</p> <ul style="list-style-type: none"> (i) The sources, varieties and quantities of seeds, transplants and vegetative propagative material brought onto or raised on the holding (<i>Record Sheet 3</i>); (ii) The justification, on a case by case basis, for buying non-organic seeds (<i>Record Sheet 4a</i>); (iii) The approvals supplied for the use of non-organic seeds (<i>Record Sheet 4a</i>); (iv) The varieties and quantities of seeds sown and transplants planted by field or cropping area (<i>Record Sheet 6</i>); (v) Where appropriate, a declaration from the supplier that the seed or transplant is non-GM (<i>Record Sheet 2</i>).
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Crop Rotations

6.2.20	<p>For all land and crops, records must be kept (<i>Record Sheet 5</i>) of:</p> <ul style="list-style-type: none"> (i) The planned rotations - giving a statement of the proposed arable or horticultural rotation(s) (<i>e.g. 2 years ley / winter wheat / potatoes / beans / wheat undersown</i>); (ii) The cropping plan by field or area - indicating for at least the next 2 years for each field the proposed: <ul style="list-style-type: none"> (a) Crops for each year of a complete arable or horticultural rotation; (b) Use of pasture in terms of grazing, conservation, reseeds etc.
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Forage and Crop Yields

6.2.21	<p>(Article 72 (d) (889/2008))</p> <p>Producers must keep the following records of crop and forage yields (<i>Record Sheet 6</i>):</p> <ul style="list-style-type: none"> i) The type of forage and approximate quantities made from each field; ii) The type of crops and approximate yield from each field or cropping area.
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Pest Control Records

6.2.22	<p>(Article 72 (b) (889/2008))</p> <p>For all permitted pesticide usage, producers must keep the following records:</p> <ul style="list-style-type: none"> (i) Certificates of competence for the person carrying out the operation, issued by the National Proficiency Test Council (NPTC); (ii) Notices of Approval for specific off-label approval; (iii) Records of each spray application including: date, field, crop, stage of growth, reasons for application, product, permitted dose rates, pesticide and water application rates, start and finish times, wind speed and direction, harvest interval and operator (<i>Record Sheet 7</i>); (iv) Records of calibrations and maintenance of equipment (<i>Record Sheet 12</i>); (v) Purchases of permitted pesticides; (vi) The name and BASIS qualification number of any advisers, consultants or trade representatives giving advice on pesticide usage; (vii) The use of rodent baits and a plan of the bait points in yards, buildings and stores (<i>Record Sheet 8</i>).
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Farm Waste Management Plan

6.2.23	In line with the Codes of Practice for the Protection of Soil, Air and Water, producers must develop a Farm Waste Management Plan (<i>Record Sheet 10</i>).
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Manures and Soil Conditioners

6.2.24	<p>(Article 72 (c) (889/2008))</p> <p>For all manure and slurry usage, producers must keep the following records:</p> <ul style="list-style-type: none"> (i) The manures brought in from other holdings, whether organic or non-organic, including the source, type of manure and quantity. If bartered, a delivery note must be supplied with each consignment; (ii) The approval to import non-organic manure (<i>Record Sheet 9</i>) or the completed Self Assessment Form (<i>OF&G Technical Leaflet 111, from OF&G or OF&G website</i>); (iii) The agreement to exchange organic manures with other registered holdings where these are in excess of the 170 Kg nitrogen/ha/year on one of the holdings (<i>Record Sheet 11</i>); (iv) The declaration from the supplier of manures from non-organic sources that the manure is a product of non-GM fed animals (<i>Record Sheet 2</i>); (v) The applications of all manures on a field-by-field basis, with the date, field, type of manure or slurry and approximate quantity (<i>Record Sheet 6</i>).
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Approved Fertilisers and Mineral Supplements

6.2.25	<p>(Article 72 (a) (889/2008))</p> <p>For all approved fertiliser usage and mineral supplementation, producers must keep the following records:</p> <ul style="list-style-type: none"> (i) Permitted fertilisers brought in (delivery notes, invoices etc); (ii) The approval to bring in a restricted material (<i>Record Sheet 9</i>) or Self Assessment; (iii) The declaration from the supplier that a non-mineral fertiliser is non-GM (<i>Record Sheet 2</i>); (iv) The applications on a field by field basis, with the date, field, type of fertiliser and approximate quantity (<i>Record Sheet 6</i>); (v) The name and FACTS qualification number for any advisor, consultant or trade representative giving advice about fertiliser usage; (vi) The maintenance and calibration records for the spreader (<i>Record Sheet 12</i>); (vii) Heavy metal analysis where required by OF&G.
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Cleaning and Maintenance Records

6.2.26	<p>For greenhouses, propagating and spraying equipment, harvesting machinery, crop/feed stores and livestock buildings, producers must keep the following records:</p> <ul style="list-style-type: none"> (i) The maintenance, calibration and cleaning programme (<i>Record Sheet 12</i>); (ii) Any cleaning chemicals or pest control chemicals used (<i>Record Sheet 12</i>).
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On-farm Processing Records

6.2.27	Where the unit itself processes its own agricultural products, precise and up-to-date records must be kept as specified in Section 14 of this Manual.
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6.3 Record Keeping Requirements for Livestock Producers

6.3.01	(Article 75 (889/2008)) The livestock shall be identified permanently using techniques adapted to each species, individually in the case of large mammals and individually or by batch in the case of poultry and small mammals.
6.3.02	(Article 76 (88/2008)) Livestock records must be compiled in the form of a register and kept available to the inspection authorities or bodies at all times at the address of the holding. Such records which are to provide a full description of the herd or flock management system must contain the information set out below.

Management Plan

6.3.03	<p>When the inspection system applying specifically to livestock production is first implemented, the full description of the unit must include (Conversion Plan):</p> <ul style="list-style-type: none"> (i) A full description of the livestock buildings, pasturage, open-air exercise areas, open-air runs, etc., and where applicable, the premises for the storage, packaging and processing of livestock, livestock products, raw materials and inputs; (ii) A full description of the installations for the storage of livestock manure; (iii) Plan for spreading manure agreed with OF&G, together with a full description of the areas given over to crop production; (iv) Where appropriate, as regards the spreading of manure, the written arrangements with other holdings complying with the provisions of these standards; (v) Management plan for the organic production livestock unit (e.g. management for feeding, reproduction, health, etc.).
6.3.04	<p>The Management Plan must be developed at the beginning of the conversion and be kept up to date thereafter. It must address the following points:</p> <ul style="list-style-type: none"> (i) A general description of the production unit, herds and/or flocks; (ii) The conversion timetable for an appropriate area of land to graze and feed the stock and whether a reduced conversion is to be sought for non-herbivores; (iii) The conversion timetable for the livestock enterprises, giving the origin of the stock, the dates when the enterprises will be converted, whether in simultaneous conversion, when non-organic stock will be removed and the programme of replacements or expansion; (iv) Animal welfare, indicating the training and management skills available and general husbandry; (v) Housing facilities, including dimensions, exercise areas, stocking densities, bedding, ventilation and access to water; (vi) Pasture management, including the appropriate rotations to manage the grass, parasites and forage conservation programme; (vii) Animal Health Plan (see Sections 6.3.12 and 6.3.13); (viii) Animal nutrition, identifying any vitamin and mineral deficiencies and the necessary corrective actions with the proposed feeding regimes in terms of conversion and non-organic feeds; (ix) Disposal of dead stock and the proposed marketing arrangements for all livestock.

Stock Movement Records

6.3.05	<p>(Article 76 (a) (889/2008))</p> <p>As regards livestock entering the holding the following must be recorded (<i>Record Sheet 13</i>):</p> <ul style="list-style-type: none"> (i) Species, numbers, ages and identification of births and stock purchased; (ii) Origin - whether born on the holding or brought in from a supplier; (iii) Organic/non-organic status; (iv) Veterinary history; (v) A declaration from the supplier and/or herdmark owner to the effect that the holding is BSE-free (<i>Record Sheet 15</i>); (vi) Quarantine measures undertaken; (vii) Conversion period by animal or group prior to obtaining full organic status; (viii) Where the stock come from a non-registered (non-organic) source, an approved Non-organic Livestock Approval Form (<i>Record Sheet 21 or 21A for poultry</i>); (ix) Where the stock come from a registered holding, the Certificate, Trading Schedule (where applicable) and the Organic Sector Livestock Transfer Document (<i>Record Sheet 16</i>).
6.3.06	<p>(Article 76 (b) (c) (889/2009))</p> <p>As regards livestock leaving the holding, the records must include (<i>Record Sheet 14</i>):</p> <ul style="list-style-type: none"> (i) Date, species, numbers, ages and identification of deaths and stock sold; (ii) Whether died on the holding or destination if sent away; (iii) Organic/non-organic status.
6.3.07	<p>A record of the disposal of fallen stock, including the identification, date, the method of disposal (<i>Record Sheet 14</i>).</p>

Organic Sector Livestock Transfer Document

6.3.08	<p>All registered (converting, converted for breeding or organic) stock sold to or purchased from other farms must be accompanied by an Organic Livestock Transfer Document to identify the animals and their status e.g., whether they are 'organic', 'reared under simultaneous conversion' or 'converted breeding stock' (<i>Record Sheet 16</i>). <i>A copy of the Organic Livestock Transfer Document must be kept by both the vendor and purchaser.</i></p>
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Yields and Sales of Eggs

6.3.09	<p>The records must include the daily and cumulative production of eggs and the eggs sold.</p>
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Livestock Movement to Slaughter Document

6.3.10	<p><i>Some abattoirs may specify that organic stock sold for slaughter should be accompanied by a Livestock Movement to Slaughter Document.</i></p>
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Partnership Programme Poultry Systems

6.3.11	<p><i>Partnership Programme - Records must be kept of mortalities and cause of death, morbidity, hock damage and in the case of table birds, reject percentages and cause of rejection.</i></p>
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Animal Health Plan

6.3.12	Producers are required to establish and maintain an Animal Health Plan to identify diseases and minimise the need for routine veterinary treatments (<i>Record Sheet 17</i>).
6.3.13	<p>The Plan must involve the personnel who manage the stock and include:</p> <ul style="list-style-type: none"> (i) Details of any past, present or possible future health problems; (ii) The management/husbandry practices that will be used to control, resolve or reduce the health problem and reduce the reliance on veterinary treatments; (iii) The management/husbandry practices or alternative therapies that will be used to minimise or reduce the problem; (iv) The selected veterinary medicines that will be used should the management practices not be successful; (v) The statutory withdrawal periods for the treatments and the longer organic withdrawal periods required in this Manual; (vi) The necessary vitamin and mineral supplements needed to maintain health; (vii) Ongoing monitoring to ensure the effectiveness of the Plan and to update it as necessary. <p><i>It is recommended that the Plan be drawn up with the assistance of a vet.</i></p>

Veterinary Treatments

6.3.14	<p>(Article 76 (e) (889/2008))</p> <p>As regard disease prevention, treatment and veterinary care, the following records must be kept:</p>
6.3.15	<p>A register of the veterinary medicines stored on the holding (<i>Record Sheet 18</i>). This must include the:</p> <ul style="list-style-type: none"> (i) Date of purchase of veterinary medicine; (ii) Name of veterinary medicine and quantity purchased; (iii) Supplier of veterinary medicine.
6.3.16	<p>The record of Veterinary Treatments (<i>Record Sheet 19</i>). This must include the:</p> <ul style="list-style-type: none"> (i) Identity of animals treated; (ii) Reason for treatment; (iii) Number treated; (iv) Date treatment started; (v) Date treatment finished; (vi) Veterinary product used; (vii) Total quantity of veterinary medicine used; (viii) Length of withdrawal period in number of days - both the statutory withdrawal period and the organic withdrawal period (this will be the earliest date for sale of animal or produce); (ix) Name of person who administered the veterinary medicine.

Animal Feed Regimes

6.3.17	<p>(Article 72 (d) (889/2008))</p> <p>As regards feed, including feed supplements, the following records must be kept;</p> <ul style="list-style-type: none"> (i) Proportions of various ingredients - of the feed and organic/conversion/non-organic status fed to each feeding group of animals; (ii) Proportion of the constituents to the total feed (on a dry matter basis); (iii) Periods of access to free range; (iv) Product labels; (v) Declaration from the supplier confirming that the products are from non-genetically modified sources (Record Sheet 2 or a statement on the label to the effect that the product does not contain GMOs).
6.3.18	<p>The requirements of Section 6.3.17 (i), (ii) and (iii) must be recorded on Record Sheet 20 or an equivalent form of record, on a calendar year basis starting on 1 January and ending on 31 December each year.</p>
6.3.19	<p>Where non-organic feed ingredients are being used for none herbivores (pigs and poultry) as defined in Section 8.4.16, a justification must be kept using Record Sheet 25.</p>

6.4 Record Sheets for Producers

6.4.01	<i>Pro-forma Record Sheets are supplied to simplify the process of keeping the required records. The use of these Record Sheets is recommended. However, if these are not used, equivalent records must be kept, whether on computer or as paper records.</i>
6.4.02	<i>Computer records should be regularly backed up and printouts on paper be made available at the time of the inspection.</i>
6.4.03	<i>The Producer Record Sheets included in Appendix 1 should be used as templates, with photocopies being made for day-to-day use. Additional copies can be obtained from OF&G or from the OF&G website at www.organicfarmers.org.uk.</i>
6.4.04	<p><i>The following Record Sheets are included:</i></p> <ul style="list-style-type: none"> <i>Record Sheet 1 The Farm Biodiversity and Conservation Plan</i> <i>Record Sheet 2 Declaration of Non-Genetically Modified Content</i> <i>Record Sheet 3 Record of Seeds, Transplants and Propagating Materials brought in</i> <i>Record Sheet 4 Non-organic Seed Approval Application Instructions</i> <i>Record Sheet 4A Non-organic Seed Approval Application Form</i> <i>Record Sheet 5 Planned Crops Rotations</i> <i>Record Sheet 6 Record of Field Inputs, Management and Outputs</i> <i>Record Sheet 7 Record of Pesticide Applications</i> <i>Record Sheet 8 Plan of Farm Buildings, Yards and Stores</i> <i>Record Sheet 9 Restricted Practice and Material Approval Application Form</i> <i>Record Sheet 10 Farm Waste Management Plan</i> <i>Record Sheet 11 Exchange of Organic Manures between Registered Units</i> <i>Record Sheet 12 Maintenance, Calibration and Cleaning of Equipment</i> <i>Record Sheet 13 Record of Births and Brought-in Livestock</i> <i>Record Sheet 14 Record of Livestock Deaths and Stock Sold</i> <i>Record Sheet 15 Declaration confirming that a Holding is BSE-free</i> <i>Record Sheet 16 Organic Sector Livestock Transfer Document</i> <i>Record Sheet 17 Animal Health Plan</i> <i>Record Sheet 18 Record of Veterinary Products Purchased</i> <i>Record Sheet 19 Record of Livestock Veterinary Treatments</i> <i>Record Sheet 20 Record of Livestock Feeds</i> <i>Record Sheet 21 Non-organic Livestock Approval Application Form</i> <i>Record Sheet 21A Non-organic Poultry Approval Application Form</i> <i>Record Sheet 22 Nitrogen / Livestock Calculation Sheet</i> <i>Record Sheet 23 Record of Retail Sales</i> <i>Record Sheet 24 Agreement to Rent Registered Land</i> <i>Record Sheet 25 Justification Record for Use of Non-Organic Feeds</i> <i>Record Sheet 26 Non-Organic Feed Approval Application Form</i>

7.1 Principles of Organic Production

7.1.01	<p>(Article 5 (834/2007))</p> <p>In addition to the overall principles set out in Section 1.6.01, organic farming shall be based on the following specific principles:</p> <ul style="list-style-type: none"> (a) The maintenance and enhancement of soil life and natural soil fertility, soil stability and soil biodiversity preventing and combating soil compaction and soil erosion, and the nourishing of plants primarily through the soil ecosystem; (b) The minimisation of the use of non-renewable resources and off-farm inputs; (c) The recycling of wastes and by-products of plant and animal origin as input in plant and livestock production; (d) Taking account of the local or regional ecological balance when taking production decisions; (e) The maintenance of plant health by preventative measures, such as the choice of appropriate species and varieties resistant to pests and diseases, appropriate crop rotations, mechanical and physical methods and the protection of natural enemies of pests.
7.1.02	<p>(Article 12 (834/2007))</p> <p>1. In addition to the general farm production rules laid down in Section 1.9.01, the following rules shall apply to organic plant production:</p> <ul style="list-style-type: none"> (a) Organic plant production shall use tillage and cultivation practices that maintain or increase soil organic matter, enhance soil stability and soil biodiversity, and prevent soil compaction and soil erosion; (b) The fertility and biological activity of the soil shall be maintained and increased by multiannual crop rotation including legumes and other green manure crops, and by the application of livestock manure or organic material, both preferably composted, from organic production; (c) The use of biodynamic preparations is allowed; (d) In addition, fertilisers and soil conditioners may only be used if they have been authorised for use in organic production under Section 1.10; (e) Mineral nitrogen fertilisers shall not be used; (f) All plant production techniques used shall prevent or minimise any contribution to the contamination of the environment; (g) The prevention of damage caused by pests, diseases and weeds shall rely primarily on the protection by natural enemies, the choice of species and varieties, crop rotation, cultivation techniques and thermal processes; (h) In the case of an established threat to a crop, plant protection products may only be used if they have been authorised for use in organic production under Section 1.10; (i) For the production of products other than seed and vegetative propagating material only organically produced seed and propagating material shall be used. To this end, the mother plant in the case of seeds and the parent plant in the case of vegetative propagating material shall have been produced in accordance with the rules laid down in this Regulation for at least 1 generation, or, in the case of perennial crops, 2 growing seasons; (j) Products for cleaning and disinfection in plant production shall be used only if they have been authorised for use in organic production under Section 1.10.

7.1.03	<p>(Article 12 (834/2007))</p> <p>2. The collection of wild plants and parts thereof, growing naturally in natural areas, forests and agricultural areas is considered an organic production method provided that:</p> <ul style="list-style-type: none"> (a) Those areas have not, for a period of at least 3 years before the collection, received treatment with products other than those authorised for use in organic production under Sections 1.10.01 – 1.10.05; (b) The collection does not affect the stability of the natural habitat or the maintenance of the species in the collection area. <p>3. The measures necessary for the implementation of the production rules contained in this Article shall be adopted in accordance with the procedure referred to in Section 1.15.02.</p>
7.1.04	<p>(Article 17 (834/2007))</p> <p>1. The following rules shall apply to a farm on which organic production is started:</p> <ul style="list-style-type: none"> (a) The conversion period shall start at the earliest when the operator has notified his activity to the competent authorities and subjected his holding to the control system in accordance with Section 5.2.01; (b) During the conversion period all rules established by this Regulation shall apply; (c) Conversion periods specific to the type of crop or animal production shall be defined; (d) On a holding or unit partly under organic production and partly in-conversion to organic production, the operator shall keep the organically produced and in-conversion products separate and the animals separate or readily separable and keep adequate records to show the separation; (e) In order to determine the conversion period referred to above, a period immediately preceding the date of the start of the conversion period, may be taken into account, in so far as certain conditions concur. <p>2. The measures and conditions necessary for the implementation of the rules contained in this Article, and in particular the periods referred to in paragraph 1(c) to (e) shall be defined in accordance with the procedure referred to in Section 1.15.02.</p>

7.2 Separation of Organic and Non-organic Production

Separation

7.2.01	<p>Production must take place in a unit of which the production premises, land parcels, pasturage, open-air exercise areas, open air runs, livestock buildings, and, where applicable, the premises for the storage of crops, crop products, livestock products, raw materials and inputs, are clearly separate from those of any other unit not producing in accordance with the rules laid down in this Manual.</p>
7.2.02	<p><i>It is not obligatory to convert an entire estate or holding to organic management. The final area of a converted organic unit on a larger holding must be sufficiently large to allow a self-sufficient, commercially viable organic production unit to be established, with its own land, buildings, facilities and records. For an arable unit, this normally means that the number of fields converted should at least match the number of years in the rotation.</i></p>
7.2.03	<p>It is not acceptable to have converted fields scattered over a larger non-organic holding unless these are part of a planned conversion which will result in the organic fields being grouped together as a distinct block of land.</p>

7.2.04	Units, including the livestock buildings and storage areas, on a holding registered as in-conversion, organic or non-organic must be clearly identified as such on the Farm Plan. All farm personnel must be made aware of this so as to avoid the incorrect use of prohibited materials on in-conversion or organic land.
7.2.05	On part converted holdings undergoing a staged conversion, the separation between organic and non-organic land must be identified and maintained by means of a physical boundary such as a wall, ditch, hedge or fence. The use of boundary stones, plough furrow or track is not sufficient.

Storage of Non-permitted Materials

7.2.06	(Article 35 (1) (889/2008)) For the storage of products, areas shall be managed in such a way as to ensure identification of lots and to avoid any mixing with or contamination by products and/or substances not in compliance with the organic production rules. Organic products shall be clearly identifiable at all times.
7.2.07	(Article 35 (2) (889/2008)) Storage on the unit of input products other than those compatible with this Manual is not permitted.
7.2.08	(Article 35 (3) (889/2008)) The storage of allopathic veterinary medicinal products and antibiotics is permitted on holdings provided that they have been prescribed by a veterinarian in connection with treatment as referred to in Section 8.1.03 of this Manual, that they are stored in a supervised location and that they are entered in the livestock record as referred to in Section 6.3.14 of this Manual.
7.2.09	Where prohibited materials are stored for use on a non-registered unit on the same holding, the storage area must be clearly labelled as such and be locked or secured under the supervision of the producer. The store must be clearly marked on the farm plan.
7.2.10	Buildings and stores used for organic or non-organic uses on a part converted holding undergoing a staged conversion must have their use and status identified on the Farm Plan and be clearly labelled to avoid confusion.

Parallel Production of Organic and Non-organic Crops

7.2.11	(Article 66 (3) (889/2008)) Where an operator runs several production units in the same area, the units producing non-organic products, together with storage premises for input products (such as fertilisers, plant protection products, seed) must also be subject to the inspection arrangements laid down in this Manual.
7.2.12	The same variety as, or a variety that cannot be easily differentiated from those produced on the non-organic unit, may not be produced at the organic / converting units.

7.2.13	<p>(Article 40 (1) (889/2008))</p> <p>Where the conditions laid down in Section 1.10.02 apply, a producer may run organic and non-organic production units in the same area:</p> <p>(a) In the case of the production of perennial crops, which require a cultivation period of at least 3 years, where varieties cannot be easily differentiated, provided the following conditions are met:</p> <p>(i) The production in question forms part of a conversion plan in respect of which the producer gives a firm undertaking and which provides for the beginning of the conversion of the last part of the area concerned to organic production in the shortest possible period which may not in any event exceed a maximum of 5 years;</p> <p>(ii) Appropriate measures have been taken to ensure the permanent separation of the products obtained from each unit concerned;</p> <p>(iii) The control authority or control body is notified of the harvest of each of the products concerned at least 48 hours in advance;</p> <p>(iv) Upon completion of the harvest, the producer informs OF&G of the exact quantities harvested on the units concerned and of the measures applied to separate the products;</p> <p>(v) The conversion plan and the control measures referred to in Chapters 1 and 2 of Title IV have been approved by the competent authority; this approval shall be confirmed each year after the start of the conversion plan.</p> <p>(b) In the case of areas intended for agricultural research or formal education agreed by the Member States' competent authorities and provided the conditions set out in point (a) (ii), (iii), (iv) and the relevant part of point (v) are met;</p> <p>(c) In the case of production of seed, vegetative propagating material and transplants and provided the conditions set out in point (a) (ii), (iii), (iv) and the relevant part of point (v) are met;</p> <p>(d) In the case of grassland exclusively used for grazing.</p>
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Records

7.2.14	The records must be kept of purchases, production and sales for all the units within the holding as required in Section 6 of this Manual.
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7.3 Conversion to Organic Production

7.3.01	Conversion from non-organic to organic production must be effected using permitted techniques, as defined in this Manual, and in accordance with a progressive conversion plan designed to convert an area of land large enough to permit organic production to be developed and sustained.
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The Organic Conversion / Management / System Plan

7.3.02	<p>A producer converting a holding or part of a holding for the first time or an existing producer converting an additional area of land must complete an OF&G Conversion Plan or Extension Application Form. The Plan must include the following information:</p> <p>(a) Description - A general description of the holding, current and planned;</p> <p>(b) Farm Plan and Schedule of Fields;</p>
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7.3.02 cont,	<ul style="list-style-type: none"> (c) The management practices and physical barriers to ensure separation of organic and non-organic production on the same holding; (d) Biodiversity and Conservation Plan; (e) Cultivation practices; (f) Farm Waste Management Plan/Risk Management Plan; (g) Supplementary fertilisation; (h) Grassland management practices; (i) Cropping rotations; (j) Methods of weed control; (k) Methods of pest and disease control; (l) Crop storage facilities; (m) Conversion of the livestock; (n) Livestock husbandry; (o) Animal Health Plan; (p) Animal feeds; (q) Record keeping.
7.3.03	<p>The conversion plan must be accepted before the certification can be completed. It is the responsibility of the applicant to complete the OF&G Conversion Plan, which indicates an understanding of this Manual, is compliant with the Standards and will lead to a sustainable farming system.</p>

Training and Advice

7.3.04	<p><i>The process of converting a holding to organic production is complex and requires a good understanding of the principles and practices involved. Producers are recommended to take advantage of the available advisory services when drawing up the conversion plan in order to minimise any mistakes and develop a sustainable system. A list of consultancy services, which can assist with the drafting of the conversion plan and offer ongoing advice, is available from OF&G.</i></p>
7.3.05	<p><i>Producers should also attend farm walks, seminars and conferences whenever possible to keep up to date and increase their knowledge.</i></p>
7.3.06	<p>Producers must ensure that they train themselves and their farm staff to be familiar with the requirements of this Manual and keep all responsible personnel up to date with changes to the Standards by studying the OF&G Technical Newsletter and by keeping this Manual available and up to date.</p>

Minimum Conversion Periods

7.3.07	<p>(Article 36 (1) (889/2008))</p> <p>The Standards laid down in this Manual must normally have been applied on the parcels of land during a conversion period of:</p> <ul style="list-style-type: none"> (a) At least 2 years before sowing; or (b) In the case of grassland, at least 2 years before its exploitation as feedingstuffs from organic farming; or (c) In the case or perennial crops other than grassland, at least 3 years before the first harvest of products as organically produced.
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7.3.08	<i>The conversion period shall commence at the date on which the applicant has submitted their conversion plan to the OF&G office.</i>
7.3.09	<p>(Article 36 (2) (889/2008))</p> <p>The competent authority may decide to recognise retroactively as being part of the conversion period any previous period in which:</p> <ul style="list-style-type: none"> (a) the land parcels were subject of measures defined in a programme implemented pursuant to Regulations (EC) No 1257/99, (EC) No 1698/2005, or in another official programme, provided that the measures concerned ensure that products not authorised for organic production have not been used on those parcels, or; (b) the parcels were natural or agricultural areas which were not treated with products not authorised for organic production: <p>The period referred to in point (b) can be taken into consideration retroactively only where satisfactory proof has been furnished to Defra allowing it to satisfy itself that the conditions were met for a period of at least three years.</p>
7.3.10	<p>All land must undergo a monitored 24-month conversion period as a minimum. However, OF&G may, with the approval of Defra, derogate this period by a maximum of 4 months provided that:</p> <ul style="list-style-type: none"> (a) The field input records available to the inspector confirm that the land has been managed in accordance with this Manual during the period derogated; (b) The visible physical evidence also confirms this; and (c) Defra approves the application.
7.3.11	<p>In exceptional cases OF&G may make a special application to Defra for a reduction in the conversion period extending to not more than 12 months. Only land meeting one of the following criteria will be considered:</p> <ul style="list-style-type: none"> (a) Land managed non-organically by an existing organic farmer, which has been subject to inspection by the approved inspection body as part of its normal inspection procedures; (b) Land which is subject to a statutory environmental management scheme where no prohibited inputs are allowed and which is subject to independent inspection by Defra inspectors to confirm this; (c) Registered land which has changed ownership and which lost its organic status during the transfer due to a lack of inspection.
7.3.12	<p>(Article 36 (3) (889/2008))</p> <p>OF&G may, with the approval of Defra, decide in certain cases to extend the conversion period laid down in this Manual having regard to the previous parcel use.</p>
7.3.13	<i>Land that has been contaminated by the use of residual pesticides, or other long acting contaminants, may require an additional period of conversion to permit the contaminant to disperse. A soil analysis may be specified to determine the levels of contamination.</i>

Statutory Control Programmes

7.3.14	<p>(Article 36 (4) (889/2008))</p> <p>In the case of parcels which have already been converted to or were in the process of conversion to organic farming, and which are treated with a product not authorised for organic production, Defra may shorten the conversion period referred to in Section 7.3.07 in the following 2 cases:</p> <ul style="list-style-type: none"> (a) parcels treated with a product not authorised for organic production as part of a compulsory disease or pest control measure imposed by Defra;
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7.3.14 cont.	<p>(b) parcels treated with a product not authorised for organic production as part of scientific tests approved by Defra.</p> <p>In the cases provided for in points (a) and (b) of the first subparagraph, the length of the conversion period shall be fixed taking account of the following factors:</p> <p>(c) the process of degradation of the product concerned shall guarantee, at the end of the conversion period, an insignificant level of residues in the soil and, in the case of a perennial crop, in the plant;</p> <p>(d) the harvest following the treatment may not be sold with reference to organic production methods.</p> <p>DEFRA shall inform the other Member States and the Commission of its decision to require compulsory measures.</p>
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In-conversion Products

7.3.15	A plant product may only be classed as in-conversion and sold under the label 'Product produced In-conversion to Organic Farming' if a conversion period of at least 12 months before harvest has been complied with and it complies with the labelling standards in Section 4 of this Manual.
7.3.16	Animal products must not be marketed as an 'In-conversion' product - see Section 4 of this Manual.

7.4 Avoidance of Genetically Modified Organisms

General Principles

7.4.01	<p>Genetic engineering is prohibited in organic farming and food production. Organic products must be produced / processed without the use of:</p> <p>(a) Genetically modified organisms (GMOs);</p> <p>(b) Derivatives of GMOs, including ingredients, additives and processing aids.</p>
7.4.02	Operators must take all reasonable measures and exert all due diligence to prevent any such use in organic systems during production, processing, storage and transport. See Section 5.11 for further information.
7.4.03	It is recognised that some non-organic materials currently permitted for use in organic systems pose additional risks of GM contamination to organic production systems. Pending the removal of such materials from the organic standards, operators must obtain up to date verifiable evidence from their suppliers confirming that these products do not contain GMOs or their derivatives, backed up by analysis if required.
7.4.04	Organic certification may be withdrawn from specific crops or land where, following an evaluation and, where appropriate, analysis, OF&G considers that GMOs or their derivatives have been used.

Farm Production

7.4.05	Organic production must not take place for at least 5 years on land that has been planted with genetically modified crops.
7.4.06	The production of genetically engineered crops on any part of a holding under the same management that includes a registered organic unit is not permitted. Where genetically engineered crops are grown on another non-organic holding in the area managed by the same operator, these must be totally separated from the organic unit in terms of distance, management and use of machinery.

7.4.07	Operators must notify the OF&G office of any possible sources of genetic pollution that they become aware of that may pose a risk to their organic holdings or crops. OF&G will carry out a risk assessment of such crops within 3 kilometres, following the procedures in Section 5 of this Manual.
7.4.08	<i>Partnership Programme – OF&G will undertake an assessment of organic farms within a 6 mile radius of GM crops notified to it, following the procedures in Section 5 of this Manual.</i>

Seeds and Propagating Materials

7.4.09	Seeds, seedlings, plant propagation materials, inoculants, other microbial inputs, products for crop protection and other crop production inputs produced by the use of GMOs or their derivatives are prohibited.
7.4.10	Materials for fertilisers and soil conditioners produced by the use of GMOs or their derivatives, such as those made from genetically modified crops, plant residues or by-products are prohibited.

Record Keeping

7.4.11	Adequate records must be kept, and be available for inspection to verify that GMOs or their derivatives have not been used in any stage of organic production and processing.
7.4.12	Verifiable and up to date evidence must be obtained from all relevant suppliers in order to confirm that the products or ingredients or other inputs identified in this section that are supplied to the operator are not produced from GMOs or their derivatives.
7.4.13	<i>The requirement for verifiable evidence only applies to non-organic raw materials, products, additives and processing aids. Materials that have been organically produced or naturally based minerals can be assumed not to be produced by the use of GMOs or their derivatives.</i>
7.4.14	An operator on a farm production unit, on-farm processing unit or small scale processing unit shall require that the suppliers of all relevant non-organic raw materials supply a signed declaration, statement, letter or a printed product label which confirms that the material is not produced from GMOs. OF&G Record Sheet 2 - Declaration of Non-Genetically Modified Content - can be used for this purpose.

7.5 Biodiversity and Care of the Environment

Biodiversity and Conservation Plan

7.5.01	Producers must abide by all legal requirements and Defra Codes of Practice in respect of the environment at all times.
7.5.02	All producers are required to draw up a Biodiversity and Conservation Plan for the holding to record the existing features of conservation importance and the plans to enhance the biodiversity of the holding during the conversion. The Plan must be kept up to date.
7.5.03	<i>The OF&G Record Sheet 1 – ‘The Farm Biodiversity and Conservation Plan’ - can be used for this purpose. A conservation plan drawn up for another authority may be acceptable.</i>
7.5.04	Concern for the environment should manifest itself in willingness to consult appropriate conservation bodies and in high standards of conservation management throughout the organic holding.

7.5.04 cont.	<i>It is recommended that a conservation advisory body be approached to assist with drafting the Plan.</i>
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Natural Features

7.5.05	Natural features such as streams, ponds, wetlands, heathland and species-rich grassland must be recorded and retained.
7.5.06	<i>Areas identified by conservation bodies to be of conservation value must not be damaged by inappropriate management, such as the draining of wetlands or the exploitation of peat bogs.</i>
7.5.07	<i>Traditional practices approved by conservation bodies and used to maintain areas of conservation value, such as the periodic burning of heather, are permitted.</i>
7.5.08	Grazing management of natural (or semi-natural) habitats such as grassland, heath, moorland, heather, bog and rushy uplands, must aim to prevent poaching of the soil and over grazing. Localised heavy stocking, particularly in the nesting season, should be avoided.

Hedges

7.5.09	Hedges and walls should be retained and managed using traditional methods and materials as far as possible.
7.5.10	In hedge maintenance the nesting season and wildlife requirements for winter-feeding or shelter should be taken into account. Hedge trimming should generally not take place between 1 March and 31 August.
7.5.11	More frequent trimming is permitted for hedges on roadsides, which must be trimmed under Local Authority Regulations to maintain traffic visibility.
7.5.12	Where practicable, the maintenance of hedges should result in hedges at diverse stages of growth. Biannual trimming or trimming alternate sides annually should be practised for this purpose. More frequent trimming should only be part of an appropriate plan drawn up with the aid of a conservation body.

Ditches

7.5.13	In ditch maintenance the nesting season and wildlife requirements for winter-feeding or shelter should be taken into account. Ditch cleaning should generally not take place between 1 March and 31 August.
7.5.14	<i>This will not apply where the ditch is maintained by the local water authority or drainage board and the producer has no control over the maintenance programme.</i>
7.5.15	<i>Where possible sections of existing vegetation should be left in place for the rapid re-establishment of the habitat.</i>

Alterations to Traditional Boundaries

7.5.16	If it is considered that there are reasonable grounds for alteration to hedges or to traditional field boundaries, these must first be discussed with a conservation advisor and written approval must be obtained from OF&G. If alteration does prove to be necessary, consideration should be given to the need for compensatory environmental work.
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Woodland Management

7.5.17	The retention and management of trees in accordance with local custom and woodland practice is essential. Where replanting is to take place, indigenous varieties of trees and shrubs should be given preference. Where practicable, natural regeneration and coppicing of appropriate species should be practised.
7.5.18	<i>Clear felling should be restricted so as to retain a diversity of age classes and habitat within the woodland areas of the holding.</i>

Avoidance of Pollution

7.5.19	All farm wastes must be handled in such a way as to minimise the disease risk to humans and animals and to minimise pollution of the environment. Adequate provision must be made for the storage and application of animal wastes. Farm chemicals must be disposed of safely in accordance with the manufacturer's instructions.
7.5.20	Care must be taken in the spreading of manures, slurry and fertilisers. The application of manure and fertilisers within 10 metres of ditches and watercourses and within 50 metres of wells and boreholes must be avoided. The spreading of manure or slurry on frozen ground or on saturated ground must be avoided so as to prevent excessive run off.
7.5.21	A minimum of 1 metre must be left uncultivated around field margins and manures and slurries should not be spread within 2 metres of a hedge.
7.5.22	Animal carcasses must be disposed of promptly and legally, e.g. <ul style="list-style-type: none"> (a) Licensed collection service; (b) Hunt kennels; (c) Defra Disposal Scheme; (d) On-farm incineration.
7.5.23	The on-farm incineration of farm wastes, such as poultry offal, from an on-farm processing operation must be carried out using incinerators approved by the appropriate authority.

Heritage Sites

7.5.24	Sites of heritage interest such as archaeological sites, historical sites, ridge and furrow fields etc. must be recorded.
7.5.25	The land management must seek to preserve such features of archaeological or historical value or interest by avoiding for example, the levelling of ridge and furrow and the cultivation of monuments or earth works.

Miscellaneous

7.5.26	New buildings should be designed and located to have minimum impact on the landscape.
7.5.27	Existing rights of access should be maintained.
7.5.28	Farm buildings, yards, tracks and gateways etc. must be maintained in a neat and tidy manner to ensure the safety of farm personnel, visitors, members of the public and livestock.

New Hedge and Woodland Plantings

7.5.29	<i>Producers are encouraged to improve the biodiversity of the holding by means of creative conservation projects. These include the establishment of new hedges, tree plantings, woodlands, wildlife corridors and beetle banks.</i>
7.5.30	<i>Where new hedges and woodlands are to be planted, these must be protected from animals by appropriate fencing. Weeds should be controlled by means of cutting and mulching.</i>

7.6 Soil Management

Soil Management

7.6.01	(Article 3 (1) (889/2008)) Where the nutritional needs of plants cannot be met by measures provided for in Section 7.1.02, only fertilisers and soil conditioners referred to in Sections 7.14 and 7.16 of this Manual may be used in organic production and only to the extent necessary. Operators shall keep documentary evidence of the need to use the product.																
7.6.02	<i>To achieve this the management of the soil should ensure that:</i> <i>(a) The organic matter content of the soil is at least maintained or increased by the addition of organic residues as manures, green manures, leys and crop residues;</i> <i>(b) Periodic soil analyses are taken to monitor the pH, nutrients and deficiencies;</i> <i>(c) Nutrient deficiencies are corrected to maintain the conditions for the appropriate level of microbial activity necessary to break down plant residues and minerals into the simple salts that can be absorbed by the plant roots;</i> <i>(d) Where possible, maintaining a protective cover of vegetation, especially over the winter through the use of growing crops or green manures, to protect the soil surface from the damaging effects of heavy rain or strong winds;</i> <i>(e) Where possible, the soil profile and organisms are disturbed as little as possible, such as by the avoidance of deep ploughing which will bring anaerobic organisms to the surface and bury aerobic organisms in anaerobic conditions.</i>																
7.6.03	In some circumstances background environmental contamination or residues from previous agricultural practice or levels of naturally occurring substances in the soil may render the land unsuitable for organic production. Therefore, at the sole discretion of OF&G, analysis of soil, manures, fertilisers and crops may be required before a Certificate of Compliance can be granted or renewed.																
7.6.04	Where there is evidence that the heavy metals in the soil exceed the following, OF&G may require a management plan to ensure that the heavy metals are not transferred to the crops or livestock: <table border="0"> <thead> <tr> <th>Heavy metal</th> <th>mg/kg (ppm) in the soil</th> </tr> </thead> <tbody> <tr> <td>Zinc</td> <td>150</td> </tr> <tr> <td>Chromium</td> <td>150</td> </tr> <tr> <td>Mercury</td> <td>1</td> </tr> <tr> <td>Lead</td> <td>100</td> </tr> <tr> <td>Nickel</td> <td>50</td> </tr> <tr> <td>Cadmium</td> <td>2</td> </tr> <tr> <td>Copper</td> <td>50</td> </tr> </tbody> </table>	Heavy metal	mg/kg (ppm) in the soil	Zinc	150	Chromium	150	Mercury	1	Lead	100	Nickel	50	Cadmium	2	Copper	50
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7.7 Seeds and Plant Propagation

7.7.01	<p>(Article 45 (1) (889/2008))</p> <p>Where the conditions laid down in Section 1.11.02 (b) apply,</p> <ul style="list-style-type: none"> (a) Seed and vegetative propagating material from a production unit in conversion to organic farming may be used; (b) Where point (a) is not applicable, Member States may authorise the use of non-organic seed or vegetative propagating material if not available from organic production. However, for the use of non-organic seed and seed potatoes the following Sections 7.7.02 to 7.7.09 apply.
7.7.02	<p>(Article 45 (2) (889/2008))</p> <p>Non-organic seed and seed potatoes may be used, provided that the seed or seed potatoes are not treated with plant protection products, other than those authorised for treatment of seed in accordance with Section 7.12, unless chemical treatment is prescribed in accordance with Council Directive 2000/29/EC (16) for phytosanitary purposes by the competent authority of the Member State for all varieties of a given species in the area where the seed or seed potatoes are to be used.</p>

Conditions for granting authorisations

7.7.03	<p>(Article 45 (3) (889/2008))</p> <p>Species for which it is established that organically produced seed or seed potatoes are available in sufficient quantities and for a significant number of varieties in all parts of the Community are set out in Annex X of this Regulation.</p> <p>The species listed in Annex X may not be subject of authorisations pursuant to Section 7.7.01(b), unless these are justified by one of the purposes referred to in Section 7.7.04(d).</p>
7.7.04	<p>(Article 45 (5) (889/2008))</p> <p>Authorisation to use seed or seed potatoes not obtained by the organic production method may only be granted in the following cases:</p> <ul style="list-style-type: none"> (a) Where no variety of the species which the user wants to obtain is registered in the database referred to in Section 7.7.10; (b) Where no supplier, meaning an operator who markets seed or seed potatoes to other operators, is able to deliver the seed or seed potatoes before sowing or planting in situations where the user has ordered the seed or seed potatoes in reasonable time; (c) Where the variety which the user wants to obtain is not registered in the database referred to in Section 7.7.10, and the user is able to demonstrate that none of the registered alternatives of the same species are appropriate and that the authorisation therefore is significant for his production; (d) Where it is justified for use in research, test in small-scale field trials or for variety conservation purposes agreed by the competent authority of the Member State.
7.7.05	<p>(Article 45 (6) (889/2008))</p> <p>The authorisation shall be granted before the sowing of the crop.</p>
7.7.06	<p>(Article 45 (7) (889/2008))</p> <p>The authorisation shall be granted only to individual users for one season at a time and OF&G shall register the quantities of seed or seed potatoes authorised.</p>

7.7.07	OF&G Record Sheet 4a – ‘Non-organic Seed Approval Application Form’ - must be used to apply for the approval. Failure to seek approval in advance for the use of non-organic seeds may result in the withdrawal of organic certification for the crop(s).
7.7.08	(Article 45 (8) (889/2008)) By way of derogation from Section 7.7.06, Defra may grant to all users a general authorisation for a given: (a) Species when and in so far as the condition laid down in Section 7.7.04 (a) is fulfilled, or (b) Variety when and in so far as the conditions laid down in Section 7.7.04 (c) are fulfilled. Such authorisations shall be clearly indicated in the database.
7.7.09	(Article 45 (9) (899/2008)) Authorisation may only be granted during periods for which the database is updated, as set out by Defra.

Database

7.7.10	(Article 48 (1) (889/2008)) Defra will set up and maintain a national database on which the suppliers of organic seed should register the seed and seed potato varieties they have available (www.organicxseeds.com).
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Access to information

7.7.11	(Article 52 (1) (889/2008)) The information in the database shall be available through the internet, free of charge, to the users of seed or seed potatoes and to the public. Defra may decide, upon request, to provide an extract of the data concerning one or several groups of species from the database manager.
7.7.12	(Article 52 (2) (889/2008)) Defra shall ensure that all users who are registered according to Section 1.4.03 are informed, at least once a year, about the system and how to obtain the information in the database.

7.8 Grassland Management**Permanent Pasture**

7.8.01	Permanent pasture should be self-sufficient in nitrogen through the inclusion of clovers in the sward.
7.8.02	The sale of forage as a cash crop should not exceed 1 year in 4 due to the loss of nutrients, unless the fertility can be maintained by the practices permitted in this Manual, such as by the ranging of poultry and is monitored by regular soil analyses.

Unimproved Grassland

7.8.03	By way of derogation, the requirements in Section 7.8.01 are not required for fields that are subject to an Environmental Management Agreement designed to encourage species diversity by minimising fertility.
7.8.04	<i>The mowing of unimproved and species-rich meadows for hay should first permit the grasses and flowers to set seed and avoid disturbing ground-nesting birds and permit the young birds to escape.</i>

7.8.05	<i>Grassland that is subject to an agreement with an Agri-environment Scheme or Conservation Body or designated as a Site of Special Scientific Interest should be managed in accordance with those agreements or codes of practice and the Standards set out in this Manual.</i>
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Temporary Leys

7.8.06	<i>For optimal livestock health, leys for grazing and forage production should ideally have a wide range of species diversity through the inclusion of mixed grasses, clovers and herb varieties.</i>
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Forage Conservation

7.8.07	Where organic, in-conversion and/or non-organic silage or hay is conserved, these must be clearly labelled and stored separately. Organic and in-conversion forage can be ensiled in the same clamp provided they are layered in the proportions specified in the Animal Feed section of Section 8 of this Manual.
7.8.08	The use of silage additives and processing aids must conform to the requirements of Section 8.4 of this Manual.
7.8.09	Silage stores must be sited, constructed and maintained to prevent pollution of watercourses or ground water by silage effluent. Effluent storage tanks should be installed and should be able to: <ul style="list-style-type: none"> (i) Provide sufficient effluent storage for unusually wet silage; (ii) Prevent water entering the system and so causing the effluent to overflow.

Management of Common Land

7.8.10	(Article 17 (3) (889/2008)) Organic livestock may graze common land provided that: <ul style="list-style-type: none"> (i) The land has not been treated with products other than those allowed for in this Manual for at least 3 years; (ii) Any animals which use the land concerned, which are not subject to the requirements of this Manual are derived from extensive production as defined in Article 36 of Regulation (EC) No 1698/2005 or in Article 22 of Regulation 1257/1999; or for other species not mentioned in that Regulation, the number of animals per ha corresponding to 170kg of Nitrogen per ha/year (Section 8); (iii) Any livestock products produced by animals reared in accordance with the provisions of this Manual, whilst using this land, shall not be regarded as being from organic production unless adequate segregation from other animals not complying with the requirements of this Manual can be proved to the satisfaction of OF&G.
7.8.11	Adequate segregation shall be maintained by identifying the animals with the owner's ear tags or flock mark.
7.8.12	The use of common grazing will apply where the following requirements can be fulfilled: <ul style="list-style-type: none"> (i) Where a management agreement is in place, the rules must preclude the use of herbicides and non-permitted pesticides and fertilisers; (ii) Where there are no existing rules in place, a voluntary agreement should be reached between the Commoners and the owners to ensure that the management practices do not contravene these Standards or failing that, it should be demonstrated that these Standards are observed by default; (iii) The plan and area of the common, the numbers of Commoners and animals permitted to each, must be notified;

7.8.12 cont.	<ul style="list-style-type: none"> (iv) The stock belonging to the organic Commoner must be clearly identified; (v) The husbandry practices of the Commoners and the general health status of the stock must be in accordance with Section 8 of this Manual; (vi) Organic stock must not be subject to communal veterinary treatments; (vii) Organic stock must not have access to supplementary feeding and minerals provided by other Commoners; (viii) There must be no risk of overstocking which would run counter to any environmental restrictions in these Standards, such as through overgrazing vegetation or poaching; (ix) The use of the common land must be necessary to the overall management of the unit and accord with good management practices to minimise disease incidence in the herd or flock and to meet annual feed restrictions.
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7.9 Arable and Horticultural Crops

Conversion

7.9.01	Land entering conversion following a period of exploitative cropping, such as continuous arable production, must normally be sown to a fertility building clover/grass ley for the duration of the conversion.
7.9.02	<i>Where it is impractical to sow all the area to a fertility building crop and provided that the planned rotation is acceptable, part of the total area of land entering conversion may continue with a cereal or other crop during the first year of conversion provided that it is undersown to the fertility building crop in the second year.</i>

Parallel Production of Organic and Non-organic Crops

7.9.03	The same variety as, or a variety that cannot be easily differentiated from those produced at a unit not producing in accordance with the rules laid down in this Manual, may not be produced at these units. However, producers may derogate from the rule referred to above under the conditions specified in Section 7.2.13.
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Protection from Contamination

7.9.04	Efforts should be made to provide an effective windbreak where there is a risk of spray drift contamination.
7.9.05	Any known spray drift contamination must be notified to OF&G.
7.9.06	To minimise the risk of contamination, such as by spray drift, where a crop such as cereals or vegetables is to be grown for direct human consumption in a field adjacent to non-organic crops subject to boom spraying, or adjacent to other sources of contamination, such as soil contaminated by heavy metals from mining or industry, a hedge or tree planting should be established to act as a long-term windbreak.
7.9.07	Until the hedge or planting has become established as an effective windbreak or, as an alternative where a windbreak is not possible, such as where a dyke forms the boundary, a buffer zone of 10 metres (including the boundaries, roads and ditches) must be left uncropped. This must be increased to 20 metres if adjacent to a non-organic top fruit orchard. <i>The buffer zone can be left as grass and mown for forage or be treated as set aside or a grant aided conservation area.</i>

Crop Rotations – Maintenance of Fertility

7.9.08	<i>Arable and field scale horticultural rotations should be self-sufficient in nitrogen through the use of legumes such as red and white clovers, peas and beans, tares and lucerne, combined with the recycling of manures.</i>
7.9.09	<p><i>This may be checked through the use of nutrient budgeting and the following rotations are suggested as being acceptable models, with the nitrogen fixed (+) or lost (-) in Kg N/ha/year indicated (assuming that all forage and internally produced manures are recycled within the system):</i></p> <p>(i) <i>5 year rotation for a mixed arable and livestock system - 2 years white clover and ryegrass ley (+270) / winter wheat (-80) / potatoes (-113) / winter barley (-93) undersown to clover (+100) leaves an approximate balance of +84kg nitrogen per hectare;</i></p> <p>(ii) <i>7 year rotation for a mixed arable and livestock system - 2 years white clover and ryegrass ley (+270) / winter wheat (-80) / potatoes (-113) / spring beans (+35) / spring wheat (-64) / spring barley (-74) leaves an approximate balance of -26kg nitrogen per hectare;</i></p> <p>(iii) <i>5 year rotation for a stockless arable system - one year red clover (+350) / potatoes (-113) / spring wheat (-64) / winter beans (+42) / spring wheat (-64) leaves an approximate balance of +151kg nitrogen per hectare;</i></p> <p>(iv) <i>5 year rotation for field vegetables - red clover (+350) / potatoes (-113) and winter green manure (0) / onions (-40) / cauliflower (-104) / salads (-20) leaves an approximate balance of +73kg nitrogen per hectare.</i></p>
7.9.10	<i>In small-scale intensive horticultural and greenhouse cropping situations, the rotations may fall short of the above requirement for nitrogen self-sufficiency provided that maximum use is made of fertility building legumes and green manures.</i>
7.9.11	<i>In rotations where the leys are grazed by pigs and poultry, fed mainly from brought-in feed and subject to applications of manures from these enterprises, the use of legumes in the leys should be reduced to avoid the over-production of nitrogen and a pollution risk.</i>
7.9.12	Rotations falling outside the above models must comply with the requirements of this Section and will be considered following the calculation of a nutrient budget.
7.9.13	<i>The rotation should utilise crops with varying root systems.</i>
7.9.14	<i>By using shallow and deep-rooted plants during the course of the rotation, the whole soil profile will be explored by the plant roots thus taking advantage of all the available nutrients present in the soil solution.</i>
7.9.15	<i>The rotations should also maintain or increase the organic matter content in the soil.</i>

Crop Rotations - Pest and Disease Control

7.9.16	<i>The rotations should also separate crops of similar pest and disease susceptibility.</i>
7.9.17	<p><i>To prevent the build-up of soil-borne pathogens a rotation should ensure that:</i></p> <p>(i) <i>No more than 2 cereal crops are grown in successive years without a break crop;</i></p> <p>(ii) <i>No more than 5 combinable crops, including cereal and legumes are grown in successive years without a prolonged period of leys or green manures to act as a fertility building break;</i></p> <p>(iii) <i>As a minimum, main crop potatoes, onions or brassicas are not planted in the same land more than one year in 4 or, if grown 2 years running, more than 2 years in 8.</i></p>

7.9.18	<i>In intensive glasshouse and greenhouse cropping, the rotations may fall short of the above requirement for the separation of crops of similar pest and disease susceptibility provided that these can be controlled by methods permitted in this Manual.</i>
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Crop rotations - Protecting the Soil

7.9.19	<i>The rotation should minimise the length of the time the soil is left uncovered through the use of growing crops and green manures where appropriate. Uncovered soil is subject to loss of nutrients through nitrification and leaching, especially during the autumn and over the winter, and should be avoided whenever possible by a green cover crop.</i>
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Crop Rotations - Permanent Crops

7.9.20	<i>The need for rotations does not apply to permanent and perennial crops such as permanent pasture, soft fruit and top fruit.</i>
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Arable Crops

7.9.21	When set aside land is used as the fertility building phase of a rotation, the land must be sown to a legume such as a grass/clover mix to provide the nitrogen for the following crops. It is not permissible to rely on natural regeneration unless this is full of clover.
7.9.22	<i>Stockless rotations are permitted but it is essential that these are carefully tailored to the soil type in order to maintain soil structure and fertility.</i>

Horticultural Crops

7.9.23	Transplants from non-organic sources and produced using permitted non-organically produced materials listed in Sections 7.14 and 7.16 of this Manual must be planted in organic soil for a minimum of 6 weeks before they can be harvested and marketed as an organic crop or product.
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Protected Crops and Long Season Glasshouse Crops

7.9.24	(Article 4 (889/2008)) Hydroponic production is prohibited.
7.9.25	Greenhouse crops must be grown in the soil. The production of organic crops in soil-less systems or in grow bags containing permitted non-organically produced materials listed in Sections 7.14 and 7.16 of this Manual are not permitted.
7.9.26	The conversion periods specified in Section 7.3 apply to protected cropping.
7.9.27	Rotations and/or mixed cropping are required to provide pest and disease control and contribute to fertility building and biodiversity.
7.9.28	Where a glasshouse used for the production of organic crops and transplants is on a unit also producing non-organic crops and transplants, the house must be dedicated for organic production and clearly labelled as such. The house must have its own dedicated: <ul style="list-style-type: none"> (i) Air space and ventilation - on a large multispan house, 1 or more bays can be sealed off from the rest of the house by a polythene sheet from gutter to the floor; (ii) Irrigation/liquid feeding system – to ensure that only permitted fertilising and pest control materials are given to the organic plants.
7.9.29	As a special measure for protected heated cropping only, the upper limit on imported nitrogen is 600kg N/ha/year of which a maximum of 170kg may come from animal origin.

7.9.30	At least 51% of the nitrogen must originate from organic production in the form of composted farmyard manure, crop residues and vegetative material, with the balance coming from the permitted manures and fertilisers from non-organic sources specified in Sections 7.14 and 7.16.
7.9.31	100% of the waste produced on the protected cropping area must be composted and reused on the organic holding unless contamination with pests and/or diseases makes this impossible.
7.9.32	Soil sterilisation or pasteurisation by steam, hot water vapour, hot water or hot air from whatever source of heat, including solar is permitted only by prior approval of OF&G and in any event, not in 2 consecutive years and not more than twice in any 6 year period provided that a crop rotation was also practised.
7.9.33	Lighting is permitted.
7.9.34	Fossil fuels must not be burnt solely to produce carbon dioxide.
7.9.35	The cleaning of glasshouses and equipment shall be as follows: <ul style="list-style-type: none"> (i) Irrigation equipment should be cleaned with approved cleaning materials that must not come into contact with the crop or soil. This must be done outside of the protected structure when it is the only way of ensuring that such contact can be prevented. It is acceptable to use a system that ensures flushing water is directed outside the protected structure; (ii) Internal glass surfaces must only be cleaned with water and/or steam; (iii) External glass surfaces may be cleaned with approved cleaning materials. Management of cleaning run-off must meet all environmental standards.

Pot Plants and Herbs

7.9.36	Plants grown in pots and trays, such as potted herbs and wheatgrass, intended for sale to the final consumer and labelled as organically produced must be grown in substrates mainly composed of materials derived from organic farming but not including soil or peat. A minimum of 75% of the substrate must originate from organic sources, yielding 51% of the nutrient content expressed as nitrogen. The balance must be composed of materials listed in Sections 7.14 and 7.16 of this Manual.
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7.10 Weed Control

7.10.01	The use of all herbicides, including traditional materials such as diesel, plant oils and salt solutions is prohibited.
7.10.02	Weeds shall be controlled by a combination of the following practices: <ul style="list-style-type: none"> (i) Choice of appropriate species and varieties of crops - <i>selecting crops and varieties which will compete with weeds</i>; (ii) An appropriate rotational programme - <i>alternating weed suppressing with weed susceptible crops</i>; (iii) Mechanical cultivation procedures - <i>traditional ploughing, fallowing, bastard fallows and stale seed beds, topping perennial weeds before seeding etc</i>; (iv) <i>Cultural practices - chitted vegetable and potato seed, transplants, higher sowing rates, cutting for silage rather than hay etc</i>; (v) Mechanical control - <i>plastic mulches (other than PVC), paper mulches (without glossy or coloured inks), steerage hoeing, brush weeding, comb harrowing etc</i>;

7.10.02 cont.	<p>(vi) <i>Thermal processes - post emergence flame weeding field crops such as carrots using propane burners etc;</i></p> <p>(vii) <i>Grazing practices – paddock grazing at high stocking rates, treading down by cattle etc;</i></p> <p>(viii) <i>The steam sterilisation of soils in protected structures is restricted and requires approval before use (see Section 7.9.32). Record Sheet 9 must be used for this purpose;</i></p> <p>(ix) <i>Manual control - hand weeding, roguing, hoeing, etc.</i></p>
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7.11 Pest and Disease Control in Crops

7.11.01	Only in the case of immediate threat to the crop may recourse be had to the substances referred to in Section 7.12 of this Manual.
7.11.02	Operators involved in the use of pesticides must have a copy of the Code of Practice for using Plant Protection Products, and should be familiar with this.
7.11.03	<p>(Article 5 (1) (889/2008))</p> <p>Pests and diseases shall be controlled by a combination of the following measures:</p> <p>(a) <i>Choice of appropriate species and varieties of crops - selecting crops and varieties or grafted rootstocks which are resistant to pests or diseases;</i></p> <p>(b) <i>An appropriate rotational programme - alternating crops to prevent the build-up of soil-borne diseases;</i></p> <p>(c) <i>Protection by natural enemies of pests through provisions favourable to them - headlands, beetle banks, pond, conservation areas, hedges, nesting sites etc;</i></p> <p>(d) <i>Release of approved predators;</i></p> <p>(e) <i>Cultural practices - closer sowing, transplants, etc, to compensate for slugs;</i></p> <p>(f) <i>Mechanical control - traps, barriers, light, sound etc;</i></p> <p>(g) <i>Thermal processes - steam sterilisation of glasshouse soils, buildings and equipment;</i></p> <p>(h) <i>The steam sterilisation of soils in protected structures is restricted and requires approval before use (see Section 7.9.32). Record Sheet 9 must be used for this purpose;</i></p> <p>(i) <i>Maintaining a high standard of hygiene - control of volunteer weeds, composting of vegetable waste, etc.</i></p>

Storage of Permitted Pesticides

7.11.04	Pesticides must be stored in their original containers in a locked store such as a metal cabinet. The store must be clearly labelled as containing pesticides, be constructed of impervious materials and be able to contain a spillage, fire or other accidental occurrence.
7.11.05	Stored pesticides should be clearly labelled and checked for current approval annually, e.g. by using the UK Pesticide Guide published by the British Crop Protection Council. Out of date pesticides must be disposed of according to current legislation and the Defra Code of Practice for Using Plant Protection Products.

Application of Permitted Pesticides

7.11.06	Pesticides must only be used in accordance with the statutory conditions of use given on the product label. Use under 'long term arrangements' or 'off-label approval' must be in accordance with the 'Notice of Approval' document issued by the Chemicals Regulation Directorate (CRD), a copy of which must be available to justify compliance.
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7.11.07	All pesticide applications must comply with the requirements of the Control of Pesticide Regulations (COPR) and the Control of Substances Hazardous to Health (COSHH) and the Defra Codes of Practice.
7.11.08	Where an advisor, consultant or trade representative advises on pesticide usage on a registered farm, the producer must obtain their relevant BASIS qualification number. The advisor must have read this Manual and agree to advise on pesticide usage in compliance with these Standards.
7.11.09	Operators of spraying equipment must have a certificate of competence under the Food and Environmental Protection Act (FEPA), or be born before 31 December 1964 (Grandfather rights) and have undergone training. Untrained staff must be under the supervision of a trained operator.
7.11.10	Applications must not be made in unsuitable conditions where wind may result in drift onto non-target areas, especially public places, private property and watercourses.
7.11.11	Local beekeepers must be given a minimum of 24 hours notice of the intention to spray insecticides hazardous to bees.

Spraying Equipment

7.11.12	All equipment, particularly spraying equipment, used on the organic unit must be free from non-permitted materials or substances that may contaminate the crops and produce.
7.11.13	A full and approved cleaning programme must be undertaken between spraying operations and this must be recorded.
7.11.14	Dedicated equipment should be used wherever possible. A contractor may be used provided that the equipment is cleaned prior to use and the producer keeps a record to prove this has been checked.
7.11.15	Crop sprayers must be calibrated at the beginning of the season and adequately maintained subsequently.
7.11.16	The disposal of spray washings and empty pesticide containers must follow current legislation and the procedures described in the Defra Code of Practice for Using Plant Protection Products.

Control of Vermin

7.11.17	<i>All legal methods of controlling vermin, including rodents, rabbits and moles are permitted.</i>
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7.12 Permitted Products for Plant Protection

7.12.01	Storage on the organic unit and the use of input products other than those listed below is not permitted.
7.12.02	(Section 7.11.01) Only in cases of immediate threat to the crop may recourse be had to the following products. (Annex II (889/2008)) These substances may be used in accordance with the provisions given in Section 7.11 of this Manual and they may be used only in so far as approval is given for their use under the relevant UK legislation. +Indicates the active ingredients that are currently approved pesticide products for use in agriculture, horticulture or the home garden in the UK.

7.12.02 cont.	Name	Description, compositional requirements, conditions for use
	Azadirachtin extracted from Azadirachta indica (Neem tree)	<ul style="list-style-type: none"> Insecticide
	Beeswax	<ul style="list-style-type: none"> Pruning agent
	Gelatine	<ul style="list-style-type: none"> Insecticide
	Hydrolysed proteins	<ul style="list-style-type: none"> Attractant - Only in authorised application in combination with other appropriate products from this list
	Lecithin	<ul style="list-style-type: none"> Fungicide
	Plant oils (e.g. mint oil, pine oil, caraway oil)	<ul style="list-style-type: none"> Insecticide, acaricide, fungicide and sprout inhibitor
	† Pyrethrins extracted from Chrysanthemum cinerariaefolium	<ul style="list-style-type: none"> Insecticide
	Quassia extracted from Quassia amara	<ul style="list-style-type: none"> Insecticide, repellent
	† Rotenone extracted from Derris spp. and Lonchocarpus spp. and Terphrosia spp	<ul style="list-style-type: none"> Insecticide Must be approved by OF&G before use

Biological Pest and Disease Control

7.12.03	(Annex II 889/2008) The following micro-organisms may be used for biological control:	
	Micro-organisms (bacteria, viruses and fungi) e.g. Bacillus thuringiensis, Granulosis virus	<ul style="list-style-type: none"> Approved for use under COPR

Substances produced by micro-organisms

7.12.04	Spinosad	<ul style="list-style-type: none"> Insecticide Only where measures are taken to minimise the risk to key parasitoids and to minimise the risk of development of resistance Must be approved by OF&G before use
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Conventional pesticides used in traps or dispensers

7.12.05	(Article 5 (2) (889/2008)) For products used in traps and dispensers, except pheromone dispensers, the traps and/or dispensers shall prevent the substances from being released into the environment and prevent contact between the substances and the crops being cultivated. The traps shall be collected after use and disposed of safely.	
	Name	Description, compositional requirements, conditions for use
	Diammonium phosphate	<ul style="list-style-type: none"> Attractant - only in traps

7.12.05 cont.	Pheromones	<ul style="list-style-type: none"> Insect attractant, sexual behaviour disruptor Only in traps and dispensers
	Pyrethroids (only deltamethrin or lambdacyhalothrin)	<ul style="list-style-type: none"> Insecticide - only in traps with specific attractants Only against <i>Batrocera oleae</i> and <i>Ceratitis capitata</i> wiedz
7.12.06	(Annex IIB IIIA) The following preparations to be surface spread between cultivated plants:	
	Ferric phosphate (iron (III) orthophosphate)	<ul style="list-style-type: none"> Molluscicide

Traditional Pesticides

7.12.07	(Annex IIB IV) The following substances from traditional use in organic farming may be used:	
	<p>Copper in the form of:</p> <p>Copper hydroxide Copper oxychloride (tribasic) Copper sulphate Cuprous oxide Copper octanoate</p>	<ul style="list-style-type: none"> Fungicide - up to 6kg copper per ha per year For perennial crops, Member States may, by derogation from the previous paragraph, provide that the 6 kg copper limit can be exceeded in a given year provided that the average quantity actually used over a 5-year period consisting of that year and of the 4 preceding years does not exceed 6 kg Must be approved by OF&G before use.
7.12.08	Ethylene	Degreening bananas, kiwis and kakis; Degreening of citrus fruit only as part of a strategy for the prevention of fruit fly damage in citrus; Flower induction of pineapple; sprouting inhibition in potatoes and onions.
	Fatty acid potassium salt (soft soap)	<ul style="list-style-type: none"> Insecticide
	Potassium alum (Kalinite)	<ul style="list-style-type: none"> Prevention of ripening of bananas
	Lime sulphur (Calcium polysulphide)	<ul style="list-style-type: none"> Fungicide, insecticide, acaricide Must be approved by OF&G before use
	Paraffin oil	<ul style="list-style-type: none"> Insecticide, acaricide
	Mineral oils	<ul style="list-style-type: none"> Insecticide, fungicide Only in fruit trees, vines, olive trees and tropical crops (e.g. bananas) Must be approved by OF&G before use
	Potassium permanganate	<ul style="list-style-type: none"> Fungicide, bactericide Only in fruit trees, olive trees and vines
	Quartz sand	<ul style="list-style-type: none"> Repellent
	Sulphur	<ul style="list-style-type: none"> Fungicide, acaricide, repellent

7.12.08 cont	Calcium hydroxide	<ul style="list-style-type: none"> Allowed as a fungicide to control <i>Nectria galligena</i> only in fruit trees, including nurseries
	Potassium bicarbonate	<ul style="list-style-type: none"> Fungicide

Algicides, Disinfectants and Sanitisers

7.12.09	The following preparations may be used for the disinfecting of crop equipment:	
	Disinfectants approved under COSHH	<ul style="list-style-type: none"> Must not come into direct contact with the crop or soil

7.13 Manures and Plant Wastes

7.13.01	<i>Manures and slurries produced and recycled on the holding are a principal means of moving fertility horizontally round the farm. Every effort must be made to conserve the nutrients by careful storage and applications.</i>
7.13.02	The storage and spreading of manures and slurries on the holding must observe the requirements of Protecting our Water, Soil and Air – a Code of Good Agricultural Practice for Farmers, Growers and Land Managers. Producers are required to have this Code of Practice and be familiar with its requirements.
7.13.03	Producers must prepare a Farm Waste Management Plan (FWMP) and Risk Management Plan as required in the Code of Practice. Record Sheet 10 can be used for this purpose.

Storage of Slurry

7.13.04	<p>Storage facilities for livestock manure must be of a capacity to preclude the pollution of water by direct discharge, or by run-off and infiltration of the soil. Adequate provision must be made for the storage of manure/slurry prior to application. Manure/slurry stores must be able to:</p> <ul style="list-style-type: none"> (i) Cope with the volume of production of manure/slurry produced on the holding and enable flexibility of slurry application timing by provision of adequate volume of storage; (ii) To ensure sound fertiliser management, the capacity of such storage facilities for livestock manure and slurry must exceed the storage capacity required for the longest period of the year in which any application of fertiliser to the land is either inappropriate (considered to be 4 months under UK codes of practice) or when such application is prohibited, in cases where the production unit is located within a designated Nitrate Vulnerable Zone; (iii) Prevent liquid effluents from manure/slurry entering watercourses and ground water.
7.13.05	<p><i>In addition, the storage of slurry should take into account the following:</i></p> <ul style="list-style-type: none"> (i) <i>The store should be constructed and maintained in accordance with the Control of Pollution Act;</i> (ii) <i>To reduce ammonia emission, slurry should be removed from collecting areas, drains and buildings regularly, mixed thoroughly in the reception pit, and, if not to be regularly aerated, a crust should be allowed to form;</i> (iii) <i>An efficient agitation system should be fitted to break up crusts prior to application. Mixing should take place on windy days to minimise the nuisance value of the odours. The direction of wind in relation to houses should be checked;</i> (iv) <i>Separation through weeping wall systems or mechanical separation is recommended. The liquid portion can be stored without stirring or spread as dirty water and the solids composted;</i>

7.13.05 cont.	<p>(v) <i>Anaerobic digestion is recommended as it may reduce emissions by 80% during and after spreading whilst producing a utilisable bio-gas;</i></p> <p>(vi) <i>Regular aerobic treatment is recommended where appropriate as it will reduce pathogens and weed seed viability, stabilise nitrogen and reduce ammonia emissions by up to 80% during and after spreading.</i></p>
7.13.06	Where effluents are treated in settlement ponds, ditches or reed beds and ultimately discharged into watercourses, the producer must have the written approval of the Environment Agency for the discharge.

Storage of Farmyard Manures

7.13.07	The storage of manures must comply with Protecting our Water, Soil and Air – A Code of Good Agricultural Practice for Farmers, Growers and Land Managers, which is designed to minimise the release of ammonia and objectionable odours into the air and prevent the pollution of watercourses.
7.13.08	<p><i>The storage of farmyard manure should take into account the following:</i></p> <p>(i) <i>A store for solid manures should be designed for ease of handling and elimination or pollution risk with a concrete or hardcore base and a means of collecting effluent and run-off into a sump tank;</i></p> <p>(ii) <i>Storage under cover where possible or under plastic sheeting is recommended to minimise nutrient loss through leaching;</i></p> <p>(iii) <i>Semi-solid slurry can be stored in an earth banked or weeping wall structure, the liquid being treated separately;</i></p> <p>(iv) <i>Short term storage in the field is acceptable provided there is no risk of pollution - manure stacks must not be less than 10m from a field drain or watercourse and 50m from a spring, well or borehole;</i></p> <p>(v) <i>The aerobic composting of all manures is recommended through active and repeated turning and mixing.</i></p>
7.13.09	<i>Composting is the process whereby materials are turned and fermented aerobically in order to encourage the breeding of bacteria and to kill off weed seeds and pathogens. The heap should heat up to a temperature of at least 60°C.</i>

Applications of Manure and Slurry

7.13.10	<p>The application of manure and slurry must comply with the Defra Protecting our Water, Soil and Air – A Code of Good Agricultural Practice for Farmers, Growers and Land Managers. The principal requirements, which must be identified in the Farm Waste Management Plan, are as follows:</p> <p>(i) Care must be taken when spreading manure or slurry to avoid run-off, and the pollution of watercourses and ground water. The application of manure/slurry within 10 metres of ditches and watercourses and within 50 metres of wells, springs and boreholes must be avoided;</p> <p>(ii) Subject to prevailing legislation e.g. for NVZs, the rate of application should only be to the extent that the total nitrogen in the manure or slurry does not exceed the crop requirements and, as a general guide, does not exceed the equivalent of 2.5 livestock units or 250kg N/ha/yr;</p> <p>(iii) Attention must be paid to the capacity of the ground to absorb the manure or slurry at the time of application. The spreading of manure or slurry on frozen ground or on saturated ground should be avoided, so as to prevent excessive run off. When conditions appear unfavourable and pollution seems likely to occur, application must not take place;</p>
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7.13.10 cont.	(iv) Manure or slurry must not be applied to high-risk fields as identified in the FWMP, especially waterlogged or poorly drained soils, fields likely to flood and sloping fields at field capacity.												
7.13.11	<i>To avoid leaching of nutrients, manure and concentrated slurry should not be spread between October and February, unless the area has low winter rainfall or the climate is favourable enough for the grass or crops to grow all through the winter.</i>												
7.13.12	Separated liquids and dirty water diluted with rainwater can be sprayed onto grassland over the winter when conditions permit, provided that the applications are rotated round a number of fields.												
7.13.13	(Article 15 (1) (889/2008)) The total stocking density shall be such as not to exceed the limit of 170kg of nitrogen per year and hectare of agricultural area as referred to in Section 7.13.15.												
7.13.14	(Article 15 (2) (899/2008)) To determine the appropriate density of livestock referred to above, Defra shall set out the livestock units equivalent to the above limit, taking as a guideline, the figures laid down in Section 8.7.13 or the relevant national provisions adopted pursuant to Directive 91/676/EEC.												
7.13.15	(Article 3 (2) (889/2008)) The total amount of livestock manure, as defined in Council Directive 91/676/EEC concerning the protection of waters against pollution caused by nitrates from agricultural sources, applied on the holding may not exceed 170kg of nitrogen per year/hectare of agricultural area used. This limit shall only apply to the use of farmyard manure, dried farmyard manure and dehydrated poultry manure, composted animal excrements, including poultry manure, composted farmyard manure and liquid animal excrements.												
7.13.16	<i>This includes the manure dropped on the pasture by animals, the manures produced whilst they are housed and any manures brought onto the holding. 170kg of nitrogen equates approximately to:</i> <table style="margin-left: auto; margin-right: auto;"> <tr> <td><i>Farmyard Manure</i></td> <td><i>28t/ha</i></td> <td><i>Mushroom Compost</i></td> <td><i>28t/ha</i></td> </tr> <tr> <td><i>Stable Manure</i></td> <td><i>24t/ha</i></td> <td><i>Poultry Deep Litter</i></td> <td><i>5t/ha</i></td> </tr> <tr> <td><i>Municipal Compost</i></td> <td><i>34t/ha</i></td> <td><i>Poultry Layer Manure</i></td> <td><i>8t/ha</i></td> </tr> </table>	<i>Farmyard Manure</i>	<i>28t/ha</i>	<i>Mushroom Compost</i>	<i>28t/ha</i>	<i>Stable Manure</i>	<i>24t/ha</i>	<i>Poultry Deep Litter</i>	<i>5t/ha</i>	<i>Municipal Compost</i>	<i>34t/ha</i>	<i>Poultry Layer Manure</i>	<i>8t/ha</i>
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7.13.17	(Article 3 (3) (889/2008)) Organic-production holdings may establish written cooperation agreements exclusively with other holdings and enterprises that comply with the organic production rules, with the intention of spreading surplus manure from organic production. The maximum limit as referred to in Section 7.13.15, shall be calculated on the basis of all of the organic production units involved in such cooperation.												
7.13.18	Manures produced on the organic holding must not be exported to a non-organic unit or holding.												

Criteria for Permitting Manures to be Brought-in

7.13.19	All brought-in non-organic manures must be listed in Section 7.14 of this Manual and must have approval from OF&G prior to being brought-in or used. Approval will normally be given only for: <ul style="list-style-type: none"> (i) Manure from a non-organic livestock enterprise grazing in-conversion land prior to the conversion of the livestock enterprise; (ii) The exchange of an equivalent quantity of non-organic manure for the organic straw used as bedding by a non-organic livestock enterprise (2 tonnes farmyard manure is equivalent to 1 tonne of straw in terms of potash recycled);
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7.13.19 cont.	<ul style="list-style-type: none"> (iii) Manures brought-in during the conversion period to build up the organic matter content of the soil, especially a sandy soil or a soil severely depleted of organic matter due to a history of over-exploitative cropping; (iv) Manures brought in to support small-scale intensive horticultural production and intensive greenhouse production; (v) Local manures brought in to replace P and K lost as crops are sold, in preference to rock minerals shipped in from overseas or long distances.
7.13.20	<p>Approval will be given to bring in manure only after a Nutrient Budget has been completed. The permitted quantities and application rates will be calculated taking into account the following:</p> <ul style="list-style-type: none"> (i) The combination of the nitrogen produced from the legumes in a crop rotation and the manure applications must not result in surpluses leaching into the ground water; (ii) The total application of nitrogen as manures and slurries must not exceed 170kg N/ha/yr over the whole holding; (iii) Given compliance with i) and ii), the correcting of P and K deficiencies in the soil and the replacement of losses taken off in the crops. <p><i>An application to import manures must be made using OF&G Record Sheet 9 – ‘Restricted Practice and Material Approval Application Form’. Alternatively a Self-assessment procedure can be followed using OF&G Technical Leaflet 111 – ‘Self Assessment Procedure for Importing Non-organic Animal Manures’, available from the Certification Office or the OF&G website at www.organicfarmers.org.uk.</i></p>

Acceptable Production Systems

7.13.21	<p>Except where tighter limits are imposed in Section 7.14.04, all brought-in materials must comply with the following maximum concentrations for heavy metals:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Metal</th> <th style="text-align: left;">mg/kg (ppm) of dry matter:</th> <th style="text-align: left;">Metal</th> <th style="text-align: left;">mg/kg (ppm) of dry matter:</th> </tr> </thead> <tbody> <tr> <td>Cadmium:</td> <td>10</td> <td>Mercury:</td> <td>2</td> </tr> <tr> <td>Chromium:</td> <td>1000</td> <td>Nickel:</td> <td>100</td> </tr> <tr> <td>Copper:</td> <td>400</td> <td>Zinc:</td> <td>1000</td> </tr> <tr> <td>Lead:</td> <td>25</td> <td></td> <td></td> </tr> </tbody> </table>	Metal	mg/kg (ppm) of dry matter:	Metal	mg/kg (ppm) of dry matter:	Cadmium:	10	Mercury:	2	Chromium:	1000	Nickel:	100	Copper:	400	Zinc:	1000	Lead:	25		
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Chromium:	1000	Nickel:	100																		
Copper:	400	Zinc:	1000																		
Lead:	25																				
7.13.22	<p>For the manure to be acceptable, the animals must:</p> <ul style="list-style-type: none"> (i) Free range on pasture during the grazing season; (ii) Be well bedded on straw, shavings or other plant wastes when housed; (iii) In the case of poultry deep-litter systems, the live-weight stocking rate at maturity does not exceed 30kg per square metre. 																				

Avoidance of Genetically Modified Organisms

7.13.23	<p>Fertilisers, composts, manures and other nutrient inputs containing GMOs or their derivatives are prohibited. Manures from livestock that have consumed feeds containing GMOs or their derivatives during the 3 months prior to the manure being produced are prohibited. Fertilisers or manures derived from genetically engineered crops, plant residues or by-products, are prohibited.</p>
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Composting Periods

7.13.24	All brought-in non-organic manures must receive the appropriate composting or storage prior to application. As a minimum these composting and storage periods should be: <ul style="list-style-type: none"> (i) Farmyard and stable manure - stacked for 6 months or properly composted; (ii) Poultry and pig manure - stacked for 12 months or properly composted.
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Unacceptable Production Systems

7.13.25	Animal manures from factory farming origin are prohibited.
7.13.26	<i>In the absence of a definition of factory farming from the EU Commission, the following criteria have been adopted as a definition:</i> <ul style="list-style-type: none"> (i) <i>Systems in which animals are permanently confined or kept in cages (eg. battery systems, sow farrowing crates, barley beef systems);</i> (ii) <i>Systems in which animals are kept permanently without bedding, in the dark or in temperature controlled housing (e.g. intensive indoor pig fattening systems);</i> (iii) <i>Poultry systems permanently housed on deep-litter where the live-weight stocking rate at maturity exceeds 30kg per square metre;</i> (iv) <i>Systems in which animals are fed genetically modified feedstuffs.</i>
7.13.27	The following materials are also prohibited: <ul style="list-style-type: none"> (i) Sewage sludge, the processed products of sewage sludge and septic tank contents;

7.14 Permitted Manures and Soil Conditioners

7.14.01	Compounded products must only contain materials listed in Sections 7.14 and 7.16.
7.14.02	(Article 3 (4) (889/2008)) Appropriate preparations of micro-organisms may be used to improve the overall condition of the soil or the availability of nutrients in the soil or in the crops.
7.14.03	(Article 3 (5) (889/2008)) For compost activation appropriate plant-based preparations or preparations of micro-organisms may be used.

Materials of Plant and Animal Origin

7.14.04	The following products may be used in accordance with the requirements of Section 7.6.01 and only in accordance with the provisions of the legislation in general agriculture in the UK.	
	Name	Description, compositional requirements, conditions for use
	Farmyard manure:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Product comprising a mixture of animal excrements and vegetable matter (animal bedding) • Factory farming origin forbidden
	Dried farmyard manure and dehydrated poultry manure:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Factory farming origin forbidden

7.14.04 cont.	Name	Description, compositional requirements, conditions for use
	Composted animal excrements, including poultry manure and composted farmyard manure:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Factory farming origin forbidden
	Liquid animal excrements (slurry, urine, etc):	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Use after controlled fermentation and/or appropriate dilution • Factory farming origin forbidden
	Composted or fermented household waste:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Product obtained from source-separated household waste, which has been submitted to composting or anaerobic fermentation for biogas production • Only vegetable and animal waste • Only when produced in a closed and monitored collection system, accepted by Defra • Maximum concentrations in mg/kg of dry matter: Cadmium: 0.7; Copper: 70; Nickel: 25; Lead: 45; Zinc: 200; Mercury: 0.4; Chromium (total): 70; Chromium (VI): 0 (Limit of determination)
	Peat:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Use limited to horticulture - Plant propagation only • From a source which does not harm peat bogs recognised to be of conservation value
	Mushroom culture wastes:	<ul style="list-style-type: none"> • The initial composition of the substrate must be limited to products of this list
	Dejecta of worms (vermicompost) and insects:	<ul style="list-style-type: none"> •
	Guano:	<ul style="list-style-type: none"> • Must be approved by OF&G before use
	Composted or fermented mixture of vegetable matter:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Product obtained from a mixture of vegetable matter which has been submitted to composting or to anaerobic fermentation for biogas production • The maximum levels of heavy metals must not exceed those listed in the PAS 100 requirements • These can be obtained by contacting OF&G

7.14.04 cont.	Name	Description, compositional requirements, conditions for use
	Products or by-products of animal origin as below: - blood meal; - hoof meal; - horn meal; - bone meal or degelatinised bone meal; - fish meal; - meat meal; - feather, hair and 'chiquette' meal; - wool; - fur; - hair; - dairy products.	<ul style="list-style-type: none"> • Must be approved by OF&G before use. • Maximum concentration in mg/kg of dry matter of Chromium (VI): 0 (Limit of determination)
	Products and by-products of plant origin for fertilisers (for instance, oilseed cake meal, cocoa husks, malt culms, etc):	
	Seaweeds and seaweed products:	As far as directly obtained by: <ol style="list-style-type: none"> physical processes including dehydration, freezing and grinding; extraction with water or aqueous acid and/or alkaline solution; fermentation.
	Sawdust and wood chips; Composted bark; Wood ash.	<ul style="list-style-type: none"> • Wood not chemically treated after felling.
	(Article 3 (4) Annex IA 2.4) Appropriate preparations of Micro-organisms:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Not genetically modified • Approved for use in agriculture • May be used to improve the overall condition of the soil or the availability of nutrients in the soil or in the crops
	(Annex IA 2.3) So called "Biodynamic preparations" Stone meal and clays:	<ul style="list-style-type: none"> • From stone meal, farmyard manure or plants may be used

7.15 Mineral Fertilisers and Supplementary Nutrients

7.15.01	<p>Producers must have approval from OF&G before importing and using fertilisers where it is indicated as – 'Must be approved by OF&G before use'. This is also required for compound products, which have a restricted material in their composition.</p> <p><i>An application to import a restricted fertiliser must be made using OF&G Record Sheet 9 – 'Restricted Practice & Material Approval Application Form'. Alternatively a self-assessment procedure can be followed using OF&G Technical Leaflet 114 – 'Self Assessment Procedure for Using Approved Potash Fertilisers, available from OF&G.</i></p>
7.15.02	<p>Approval will normally be given for potash materials such as Sylvinite or Sulphate of Potash only on receipt of representative soil analysis for each field indicating a K₂O Index of 2- or less. The clay content and organic matter must be measured and be considered when assessing application rates.</p>

7.15.03	It is the responsibility of all producers to check that any fertiliser is compliant with the permitted materials listed in Section 7.16. The use of any fertiliser containing a material not listed will result in loss of certification for the land.
7.15.04	Where an advisor, consultant or trade representative advises on fertiliser usage on a registered farm, the producer must obtain their relevant Fertiliser Advisor's Certificate and Training Scheme (FACTS) qualification number. The advisor must have read this Manual and agree to advise on fertiliser usage in compliance with these Standards.
7.15.05	Approved fertilisers must be stored on a hard surface, preferably under cover where spillage can be contained rather than carried by run-off water into watercourses. Liquids must be stored in suitable, secure containers away from watercourses.
7.15.06	Fertiliser spreaders must be adequately maintained and calibrated annually according to the manufacturer's instructions.
7.15.07	<i>Regular soil analyses should be undertaken, preferably at the same point in the rotation to monitor the soil fertility. Applications of approved fertilisers should be made on the basis of measured deficiencies and matched to future crop requirements.</i>
7.15.08	Producers must take care to avoid any practices that have an environmental impact and avoid any detrimental impact on features of conservation value.

7.16 Permitted Fertilisers of Mineral Origin

7.16.01	Compounded products must contain only materials listed in Sections 7.14 and 7.16.
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Materials of Mineral Origin

7.16.02	The following products may be used in accordance with Section 7.6.01 and in accordance with the provisions of the legislation applicable in general agriculture in the UK.	
	Name	Description, compositional requirements, conditions for use
	Soft ground rock phosphate:	Product as specified in point 7 of Annex IA.2. to Regulation (EC) No 2003/2003 of the European Parliament and of the Council relating to fertilisers, Cadmium content less than or equal to 90 mg/kg of P ₂ O ₅
	Aluminium calcium phosphate (e.g. Red slag):	Product as specified in point 6 of Annex IA.2. of Regulation 2003/2003, Cadmium content less than or equal to 90 mg/kg of P ₂ O ₅ Use limited to basic soils (pH > 7.5)
	Basic slag:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Product as specified in point 1 of Annex IA.2. of Regulation 2003/2003
	Crude potassium salt (e.g. Kainite/Kainit, Sylvinit, etc):	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Product as specified in point 1 of Annex IA.2. of Regulation 2003/2003

7.16.02 cont.	Name	Description, compositional requirements, conditions for use
	Potassium sulphate, possibly containing magnesium salt:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Obtained from crude potassium salt by a physical extraction process, containing possibly magnesium salts
	Stillage and stillage extract:	<ul style="list-style-type: none"> • Ammonium stillage excluded
	Calcium carbonate of natural origin (chalk, marl, ground limestone, phosphate chalk):	<ul style="list-style-type: none"> • <i>Includes Dolomitic limestone and dredged calcareous sea sand</i>
	Breton ameliorant (maërl), calcified seaweed:	<ul style="list-style-type: none"> • Must be approved by OF&G before use
	Magnesium and calcium carbonate of natural origin (e.g. magnesium chalk, ground magnesium limestone etc):	<ul style="list-style-type: none"> • Only of natural origin
	Magnesium sulphate (e.g. Kieserite or Epsom Salts):	<ul style="list-style-type: none"> • Only of natural origin
	Calcium chloride solution:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Foliar treatment of apple trees after identification of deficit of calcium (bitter pit)
	Calcium sulphate (gypsum):	<ul style="list-style-type: none"> • Product as specified in point 1 of Annex ID. of Regulation 2003/2003 • Only of natural origin
	Industrial lime from sugar production:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • By-product of sugar production from sugar beet
	Industrial lime from vacuum salt production:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • By-products of the vacuum salt production from brine found in mountains
	Elemental sulphur:	<ul style="list-style-type: none"> • Must be approved by OF&G before use • Product as specified in Annex ID.3. of Regulation 2003/2003
	Trace elements (e.g. manganese sulphate, copper sulphate):	<ul style="list-style-type: none"> • Inorganic micronutrients listed in part E of Annex I to Regulation 2003/2003
	Sodium chloride:	<ul style="list-style-type: none"> • <i>Approved for use on beet</i> • All other uses must be approved by OF&G before use • Only mined salt
	Stone meal - including Adularia shale, ground basalt magnesium oxide (talc), diatomaceous earth:	<ul style="list-style-type: none"> • <i>Non-water-soluble ground rock flour only</i>

7.17 Handling and Storage of Crops

Harvesting and handling

7.17.01	Effective steps must be taken to protect organically grown crops from contamination during harvesting, storage and transportation and in this regard cleaning routines and control procedures must be established and maintained to ensure that harvesting equipment, including vehicles and containers used for transporting the produce are clean, free from non-organic crop residues and any other materials which may contaminate the produce.
7.17.02	From harvesting through to dispatch from the unit, produce must be clearly and legibly identified with the organic, in-conversion or non-organic status of the crop, the variety and field(s) of origin.
7.17.03	The use of ionising radiation and synthetic chemical treatments as an aid to preservation is not permitted.

Storage of Grain and Arable Crops

7.17.04	<p>(Article 35 (4) (889/2008))</p> <p>In cases where operators handle both non-organic products and organic products and the latter are stored in storage facilities in which also other agricultural products or foodstuffs are stored:</p> <ul style="list-style-type: none"> (a) The organic products shall be kept separate from the other agricultural products and/or foodstuffs; (b) Every measure shall be taken to ensure identification of consignments and to avoid mixtures or exchanges with non-organic products; (c) Suitable cleaning measures, the effectiveness of which has been checked, have been carried out before the storage of organic products; operators shall record these operations.
7.17.05	The following requirements, taken from the Assured Combinable Crops Scheme, the Defra Code of Practice for the Control of Salmonella and the HGCA's 'Grain Storage Guide', are to be considered best practice and must be adopted by all operators storing grain.
7.17.06	<p>Buildings used for the storage of grain must:</p> <ul style="list-style-type: none"> (a) Be weatherproof and all roof leaks, broken sheeting, guttering etc. must be repaired prior to storage of grain. Long term stores should ideally be dedicated to grain storage although multi-purpose stores are acceptable; (b) Have suitable floors of solid construction to prevent contamination of grain with earth, stones, debris etc. and walls and dividing walls constructed of a suitable material to prevent contamination; (c) Have doors, which fit and close properly to prevent ingress of water, rodents and birds. They can be constructed of close meshed netting or similar material if fit for the purpose.
7.17.07	Action must be taken to prevent bird, rodent and domestic animal entry to all grain storage. Entry points around gutters, eaves, doors, loading pipes etc should be secured. Doors should be kept shut and stores kept as dark as possible. Where multi-purpose stores cannot be kept dark for reasons of safety, this is acceptable.
7.17.08	All light bulbs, lamps, windows and other glass material in temporary and long term stores and grain movement areas must be protected or constructed to avoid broken glass contaminating the grain. Shatter resistant bulbs and tubes or polycarbonate or plastic covers are acceptable. Toughened glass light covers are not acceptable.

7.17.09	In the case of grain stores, where the grain is stored on the floor, the hard outside loading areas must be maintained in a clean and well drained condition, in line with the Defra Code of Practice for the Control of Salmonella, during the storage, handling and transport of raw materials.
7.17.10	If drying is needed this should be carried out as soon as possible to avoid damage to the grain through heating, mould or smell. As appropriate, the crops may be dried by indirect heated air or by other suitable means. They must not be contaminated by the combustion products of the fuel used.
7.17.11	Grain drying equipment must be regularly maintained in line with the manufacturer's instructions and the dates recorded.
7.17.12	Where longer-term grain storage is undertaken, the temperature and condition of the grain should be monitored weekly until the temperature has stabilised, after which a longer interval is acceptable. Appropriate action must be taken to remedy temperature rises, water ingress, bird and rodent activity. Records must be kept of the dates of all checks and the follow up action where applicable.
7.17.13	Apart from the temporary storage of grain, all operators are required to have a moisture meter and temperature probe. These should be calibrated annually and the results recorded.

Hygiene Measures in Stores

7.17.14	All equipment used for the harvesting, transportation, handling and conveying of grain must be thoroughly cleaned prior to use. The cleaning of plant and equipment should be carried out by brushing, scraping, vacuum cleaning, air cleaning and washing with potable water or by steam cleaning.
7.17.15	Before use, storage areas used for organic produce must be clean and free from non-organic crop residues and other materials that may contaminate the produce. Storage areas should remain empty for an appropriate period of time prior to use to act as a disease and insect break.
7.17.16	Where necessary appropriate disinfectants and/or detergents may be used for cleaning buildings, plant and equipment (see Section 7.12.09). Where wet disinfectants are used, all contact surfaces must be washed with potable water before organic products are handled. Cleaning materials must be properly labelled and stored.
7.17.17	Where equipment has been used for the movement of animal manures, they must be pressure-washed and treated with a food-grade sanitiser, followed by a final wash with potable water.
7.17.18	Buildings previously used for livestock and intended for the temporary storage of grain must be thoroughly cleaned, pressure washed and treated with a food grade sanitiser at least 5 weeks prior to storage, followed by a final wash with potable water.
7.17.19	Hygiene practices on holdings must conform to the requirements of Section 11.7 of this Manual.
7.17.20	Hygiene and cleaning materials must be properly labelled and stored safely to avoid contamination.

Pest Control Measures in Stores

7.17.21	Pesticides must not be applied to stores or non-organic products in stores that also contain organic or in-conversion crops.
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7.17.22	<p>Pest infestations in stored crops must be controlled by:</p> <ul style="list-style-type: none"> (a) A combination of good hygiene practices, drying and agitation; (b) The practices permitted in Section 11.8 of this Manual. (c) Static bait traps using licensed poisons are permitted for rodent control in locations where there is no risk to other animals or other wildlife.
7.17.23	Care must be taken to avoid the contamination of stored grain with rodent bait. Bait for rodent control must be in tamper evident bait stations. Baiting stations within the store should be secured to floor/wall joints or be kept well away from the stored grain where there is no risk of contamination. Baited grain must not be used in areas of floor storage.
7.17.24	Pest control practices must conform to the requirements of Section 11.8 of this Manual.

Packaging Materials

7.17.25	The use and storage of packaging materials must be compliant with the requirements of Section 11 of this Manual.
7.17.26	If sacks are used for storage or delivery of produce to customers, they must be of food grade quality, clean and free from contamination.

Transport

7.17.27	The transport of materials must comply with the requirements of Section 11 of this Manual.
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On-Farm Processing

7.17.28	Processing, packaging and/or marketing may take place on the production unit.
7.17.29	OF&G must be informed of any on-farm processing activities. A separate inspection and or licence may be required. (See Section 5 of this Manual)
7.17.30	All on-farm processing must conform to the requirements of Sections 10 to 14 of this Manual.

7.18 Specialist Crops - Mushroom Production

7.18.01	<p>(Article 6 (889/2008))</p> <p>For the production of mushrooms, substrates may be used if they are composed only of the following components:</p> <ul style="list-style-type: none"> (i) Farmyard manure and animal excrements, including the products referred to in the list of materials in Section 7.14.04 (farmyard manure to liquid animal excrements) of this Manual: <ul style="list-style-type: none"> (a) Either from holdings producing according to the organic production method; (b) Or satisfying the requirements referred to in Section 7.14.04 (farmyard manure to liquid animal excrements) of this Manual, only up to 25% and only when the product in a) above is not available. <p>This percentage is calculated on weight of total components of the substrate excluding the covering material and any added water before composting.</p> (ii) Products of agricultural origin, other than those covered under Section 7.18.01 i) above (e.g. straw), from holdings producing according to organic production method; (iii) Peat not chemically treated;
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7.18.01 cont.	(iv) Wood, not treated with chemical products after felling; (v) Mineral products in Section 7.16 of this Manual, water and soil.
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7.19 Specialist Crops - Wild Crafted Products

7.19.01	Operators must ensure that material harvested from the wild conforms to all local, national and international legislation and action plans, including the Convention on International Trade in Endangered Species (CITES).
7.19.02	The operator managing the harvesting or gathering of the products shall be clearly identified.
7.19.03	The operator shall issue instructions to the collectors and any local agents or middlemen, that at least: <ul style="list-style-type: none"> (i) Define the area of collection; (ii) Inform them about the Standards and other requirements for certification.
7.19.04	The collectors shall sign statements that they have followed the instructions.
7.19.05	The operator shall have records of all collectors and the quantities brought from each collector.
7.19.06	The area of production shall be properly identified on appropriate maps and be large and distinct enough to reduce the risk of mixing with non-certified production.
7.19.07	Any local agents or middlemen must be properly contracted by the operator.
7.19.08	The collecting area must be an appropriate distance from areas of non-organic farming, pollution and contamination, which will be decided on a case-by-case basis. As a minimum the collecting areas must normally not be less than 10m from areas of non-organic farming, 50m from motorways and dual carriageways, 25m from other major roads and 10m from minor roads.

Management Plan

7.19.09	A management plan for the collection area must be established and maintained to demonstrate compliance with this Manual. This must include: <ul style="list-style-type: none"> (i) The identification of the person or authority responsible for the operations management; (ii) The identification of the collecting area; (iii) The identification of the species to be collected and their IUCN (World Conservation) status; (iv) An ecological survey for each species to be harvested, including the ability to sustain the collection proposed, the sustainability of the annual yield and the impact on other species and the ecology; (v) A register of the people or organisations involved in the collection.
7.19.10	<ul style="list-style-type: none"> (i) A harvesting plan, identifying the species to be collected, the time period, the means of collection, the controls and the avoidance of damage to the area; (ii) A training programme for the collectors to ensure correct species identification, hygiene, food safety and avoidance of damage to the area; (iii) The monitoring of the collection to ensure the avoidance of damage to the area and the sustainability of the species concerned; (iv) The procedures for monitoring the collectors for food borne illnesses to ensure that they do not take part in the collection with the illness;

7.19.10 cont.	<ul style="list-style-type: none"> (v) Hygiene procedures to ensure that all equipment is clean; (vi) Procedures for taking samples and storing them; (vii) Comprehensive record keeping for the harvest including the species, collectors, quantities etc.
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Inspection requirements

7.19.11	<p><i>The responsible operator shall be subject to the same inspection and certification procedures as any other certified party.</i></p> <p><i>The operator and the facilities shall be inspected at least once per year and shall include:</i></p> <ul style="list-style-type: none"> <i>(i) Interviews with the collectors;</i> <i>(ii) Visit to an appropriate proportion of the certified area;</i> <i>(iii) Visits to and interviews of any middlemen;</i> <i>(iv) The gathering of relevant information about the area of collection from interviews of landowners and other parties such as environmental agencies etc.</i>
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OF&G ORGANIC STANDARDS AND CERTIFICATION MANUAL

Section 8 Livestock Production Standards

8.0 Contents Page

This Section covers the production of organic animals and animal products.

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8.1 General Principles

8.1.01	These Standards apply to livestock and livestock products from the following species: bovine (including bubalus and bison species), porcine, ovine, caprine, equidae and poultry.
8.1.02	<p>(Article 5 (834/2007))</p> <p>In addition to the overall principles set out in Section 1.5.01, organic farming shall be based on the following specific principles:</p> <ul style="list-style-type: none"> (a) Taking account of the local or regional ecological balance when making production decisions; (b) The maintenance of animal health by encouraging the natural immunological defence of the animal, as well as the selection of appropriate breeds and husbandry practices; (c) The practice of site-adapted and land-related livestock production; (d) The observance of a high level of animal welfare respecting species-specific needs; (e) The production of products of organic livestock from animals that have been raised on organic holdings since birth or hatching and throughout their life; (f) The choice of breeds having regard to the capacity of animals to adapt to local conditions, their vitality and their resistance to disease or health problems; (g) The feeding of livestock with organic feed composed of agricultural ingredients from organic farming and of natural non-agricultural substances; (h) The application of animal husbandry practices, which enhance the immune system and strengthen the natural defence against diseases, in particular including regular exercise and access to open air areas and pastureland where appropriate; (i) The exclusion of rearing artificially induced polyploidy animals.
8.1.03	<p>(Article 14 (834/2007))</p> <p>1. In addition to the general farm production rules laid down in Section 1.9.01, the following rules shall apply to livestock production:</p> <ul style="list-style-type: none"> (a) With regard to the origin of the animals: <ul style="list-style-type: none"> (i) Organic livestock shall be born and raised on organic holdings. (b) With regard to husbandry practices and housing conditions: <ul style="list-style-type: none"> (ii) Personnel keeping animals shall possess the necessary basic knowledge and skills as regards the health and the welfare needs of the animals; (iii) Husbandry practices, including stocking densities, and housing conditions shall ensure that the developmental, physiological and ethological needs of animals are met; (iv) The livestock shall have permanent access to open air areas, preferably pasture, whenever weather conditions and the state of the ground allow this unless restrictions and obligations related to the protection of human and animal health are imposed on the basis of Community legislation; (v) The number of livestock shall be limited with a view to minimising overgrazing, poaching of soil, erosion, or pollution caused by animals or by the spreading of their manure; (vi) Organic livestock shall be kept separate from other livestock. However, grazing of common land by organic animals and of organic land by non-organic animals is permitted under certain restrictive conditions; (vii) Tethering or isolation of livestock shall be prohibited, unless for individual animals for a limited period of time, and in so far as this is justified for safety, welfare or veterinary reasons;

8.1.03 cont.	<ul style="list-style-type: none"> (viii) Duration of transport of livestock shall be minimised; (ix) Any suffering, including mutilation, shall be kept to a minimum during the entire life of the animal, including at the time of slaughter; (x) Apiaries shall be placed in areas which ensure nectar and pollen sources consisting essentially of organically produced crops or, as appropriate, of spontaneous vegetation or non-organically managed forests or crops that are only treated with low environmental impact methods. Apiaries shall be kept at sufficient distance from sources that may lead to the contamination of beekeeping products or to the poor health of the bees; (xi) Hives and materials used in beekeeping shall be mainly made of natural materials; (xii) The destruction of bees in the combs as a method associated with the harvesting of beekeeping products is prohibited. <p>(c) With regard to breeding:</p> <ul style="list-style-type: none"> (i) Reproduction shall use natural methods. Artificial insemination is however allowed; (ii) Reproduction shall not be induced by treatment with hormones or similar substances, unless as a form of veterinary therapeutic treatment in the case of an individual animal; (iii) Other forms of artificial reproduction, such as cloning and embryo transfer, shall not be used; (iv) Appropriate breeds shall be chosen. The choice of breeds shall also contribute to the prevention of any suffering and to avoiding the need for the mutilation of animals. <p>(d) With regard to feed:</p> <ul style="list-style-type: none"> (i) Primarily obtaining feed for livestock from the holding where the animals are kept or from other organic holdings in the same region; (ii) Livestock shall be fed with organic feed that meets the animal's nutritional requirements at the various stages of its development. A part of the ration may contain feed from holdings which are in conversion to organic farming; (iii) With the exception of bees, livestock shall have permanent access to pasture or roughage; (iv) Non organic feed materials from plant origin, feed materials from animal and mineral origin, feed additives, certain products used in animal nutrition and processing aids shall be used only if they have been authorised for use in organic production under Sections 1.10.01 – 1.10.05; (v) Growth promoters and synthetic amino-acids shall not be used; (vi) Suckling mammals shall be fed with natural, preferably maternal, milk. <p>(e) With regard to disease prevention and veterinary treatment:</p> <ul style="list-style-type: none"> (i) Disease prevention shall be based on breed and strain selection, husbandry management practices, high quality feed and exercise, appropriate stocking density and adequate and appropriate housing maintained in hygienic conditions; (ii) Disease shall be treated immediately to avoid suffering to the animal; chemically synthesised allopathic veterinary medicinal products, including antibiotics, may be used where necessary and under strict conditions, when the use of phytotherapeutic, homeopathic and other products is inappropriate. In particular restrictions with respect to courses of treatment and withdrawal periods shall be defined;
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8.1.03 cont.	<ul style="list-style-type: none"> (iii) The use of immunological veterinary medicines is allowed; (iv) Treatments related to the protection of human and animal health, imposed on the basis of Community legislation, shall be allowed; (f) With regard to cleaning and disinfection, products for cleaning and disinfection in livestock buildings and installations shall be used only if they have been authorised for use in organic production under Sections 1.10.01 – 1.10.05.
8.1.04	<p>(Article 14 (834/2007))</p> <p>2. The measures and conditions necessary for the implementation of the production rules contained in this Article shall be adopted in accordance with the procedure referred to in Section 1.15.02.</p>
8.1.05	<p>(Article 17 (834/2007))</p> <p>1. The following rules shall apply to a farm on which organic production is started:</p> <ul style="list-style-type: none"> (a) The conversion period shall start at the earliest when the operator has notified his activity to the competent authorities and subjected his holding to the control system in accordance with Section 5.2.01; (b) During the conversion period all rules established by this Regulation shall apply; (c) Conversion periods specific to the type of crop or animal production shall be defined; (d) On a holding or unit partly under organic production and partly in-conversion to organic production, the operator shall keep the organically produced and in-conversion products separate and the animals separate or readily separable and keep adequate records to show the separation; (e) In order to determine the conversion period referred to above, a period immediately preceding the date of the start of the conversion period, may be taken into account, in so far as certain conditions concur. (f) Animals and animal products produced during the conversion period, referred to in subparagraph (c), shall not be marketed with the indications referred to in Section 4 of this Manual, used in the labelling and advertising of products. <p>2. The measures and conditions necessary for the implementation of the rules contained in this Article, and in particular the periods referred to in paragraph 1(c) to (f), shall be defined in accordance with the procedure referred to in Section 1.15.02.</p>
8.1.06	<p>(Article 16 (889/2008))</p> <p>Landless livestock production, by which the operator of the livestock does not manage agricultural land and/or has not established a written cooperation agreement with another operator according to Section 7.13.17, is prohibited.</p>
8.1.07	<p><i>During the conversion of the holding, it is not necessary to manage the animals in accordance with these Standards unless required as part of a simultaneous conversion. Once the holding has completed its conversion, all animals must be organically managed.</i></p>
8.1.08	<p><i>As part of an agreed conversion plan, non-organically reared beef stores, pigs, store lambs and poultry can continue their production cycle until sold as non-organic or reaching an appropriate time to convert e.g. service of sows or restocking of birds, after the land has become organic. These must be identified and managed separately and be fully recorded.</i></p>
8.1.09	<p>(Article 17 (1) (889/2008))</p> <p>Non-organic livestock may be present on the holding provided they are reared on units where the buildings and parcels are separated clearly from the units producing in accordance with the organic production rules and a different species is involved.</p>

8.1.10	Where an operator operates a holding or farming enterprise on which livestock not reared in accordance with these Standards are present and also operates a holding or farming enterprise on which livestock reared in accordance with these Standards are present, the latter must be physically, financially and operationally separate from other holdings or farming enterprises.
8.1.11	<i>This applies to the livestock only and not to the crops. It is designed primarily to enable a company operating several production units to convert one to organic production. Applications by an operator to take advantage of the above will be assessed on a case by case basis.</i>
8.1.12	<i>Physical separation means that the organic and non-organic units are self-contained and made up from clearly defined blocks separated by a physical barrier through which the stock do not have access. A patchwork of organic and non-organic land will not be acceptable. Beef cattle and sheep must be of a different, and preferably visibly different, breed.</i>
8.1.13	<i>Financial separation means that the financial, input and production records are kept totally separate for the organic and non-organic units. Where the financial separation is not sufficiently apparent, the registration of the organic unit as a separate limited company may be required.</i>
8.1.14	<i>Operational separation means that the livestock buildings, dairy parlour, forage and feed stores and the everyday equipment, such as the feeder wagon, are not shared between the organic and non-organic units.</i>
8.1.15	(Article 17 (2) (889/2008)) Non-organic livestock may use organic pasturage for a limited period of time each year, provided that such animals come from a farming system as defined in Section 8.1.18(b) and that organic animals are not present at the same time on that pasture. Defra define 'a limited period of time' as being 120 days.
8.1.16	<i>This permits non-organic stock to graze in-conversion or organic pasture for up to 120 days in a calendar year. It does not permit the non-organic stock to be rotated round successive fields for up to 120 days in each field. The animals brought in must be kept entirely separate, by grazing different fields. Non-organic animals must not be kept in housing on the registered unit.</i>
8.1.17	<i>The need for tack sheep or short term grazing of cattle in certain circumstances, e.g. dairy farms and horticultural units, is recognised. This practice will be approved provided that any supplementary feed does not contain genetically modified organisms. Copies of supplier's declarations that the feed is non-GM must be kept. Records must be kept of the dates when the animals are grazing the fields. Compliance will be checked at the subsequent inspection.</i>
8.1.18	(Article 17 (3) (889/2008)) Organic animals may be grazed on common land, providing that: <ul style="list-style-type: none"> (a) The land has not been treated with products not authorised for organic production for at least three years; (b) Any non-organic animals which use the land concerned are derived from a farming system equivalent to those as described in Article 36 of Regulation (EC) No 1698/2005 or in Article 22 of Regulation 1257/1999; (c) Any livestock products from organic animals, whilst using this land, shall not: <ul style="list-style-type: none"> (i) Be regarded as being from organic-production, unless adequate segregation from non-organic animals can be proved; (ii) Any livestock products produced by animals reared in accordance with the provisions of these Standards, whilst using this land, shall not be regarded as being from organic production, unless adequate segregation from other animals not complying with the requirements of these Standards can be proved to the satisfaction of OF&G.

8.2 Conversion

Conversion of Land Associated with Organic Livestock Production

8.2.01	(Article 37 (1) (889/2008)) Where a production unit is converted, the whole area of the unit used for animal feed must comply with the rules on organic farming, using the conversion periods established in the these Standards relating to plants and plant products.
8.2.02	<i>As a principle, animals under organic management must only graze land registered as organic. They must not graze on any land other than that specified in these Standards.</i>
8.2.03	<i>Where a holding is undergoing a staged conversion, the livestock enterprise cannot begin to be converted until sufficient grazing land has begun conversion to feed and graze the stock. The animals must be managed in accordance with these Standards, with the exception of the grazing, which is considered to be in-conversion. These animals must return to organic pasture:</i> <i>(i) 6 months prior to calving in the case of dairy heifers;</i> <i>(ii) 12 weeks prior to calving in the case of beef suckler heifers;</i> <i>(iii) From service in the case of ewes, goats and gilts.</i>
8.2.04	(Article 37 (2) (889/2008)) Notwithstanding the provisions in Section 8.2.01, the conversion period may be reduced to 1 year for pasturages and open air areas used by non-herbivore species. This period may be reduced to 6 months where the land concerned has not, during the last year, received treatments with products not authorised for organic production.
8.2.05	<i>An application can be made to have the conversion period reduced from the specified 24 months to not less than 12 months for land intended for grazing by pigs or poultry. These enterprises can then be converted to produce organic products after the 12 month monitored conversion, subject to the conversion requirements in this Section.</i>
8.2.06	<i>To qualify for the monitored conversion to be reduced to 12 months, the following conditions must be met:</i> <i>(i) The pasture must not have had any prohibited inputs applied to it in the 12 months prior to the date when the land began its conversion and this must be confirmed by the appropriate input records and physical evidence at the time of the inspection;</i> <i>(ii) This should be approved in advance by OF&G and an application made to Defra for this to be confirmed;</i> <i>(iii) This only applies to pigs and poultry and not to ruminant stock or crops;</i> <i>(iv) An inspection of the production enterprise must be carried out and the enterprise certified before animals or products can be marketed as organic;</i> <i>(v) Partnership Programme – There must be verification that the stock grazing the land or producing the manure applied to the land during the 12 months prior to the date when the land began its conversion have not been fed GM feedstuffs during that time.</i>

Converting Existing Livestock

8.2.07	Livestock other than poultry intended for meat production must be raised from birth on a unit managed in accordance with the requirements of this Manual.
8.2.08	In addition, ewes, goats and sows whose progeny is intended for meat production must be managed in accordance with the requirements of this Manual from mating.

8.2.09	<i>The breeding ewes, goats and sows must be under organic management from mating.</i>
8.2.10	<i>Cattle whose progeny is intended for meat production must be managed in accordance with the requirements of this Manual for at least 12 weeks before calving.</i>
8.2.11	<p>Otherwise, when a production unit is converted, livestock products may be sold as organic products, provided the livestock are reared according to the rules laid down in this Manual for at least the periods set out below:</p> <ul style="list-style-type: none"> (i) 6 months in the case of sheep and goats for milk production; (ii) 6 months in the case of cattle for milk production; (iii) 10 weeks for poultry for meat production, brought in before they are 3 days old. (iv) 6 weeks in the case of poultry for egg production.
8.2.12	<i>An existing flock of milking ewes or goats must be managed in accordance with the requirements of this Manual for at least 6 months before the milk can be marketed as organic.</i>
8.2.13	<i>An existing dairy herd must be managed in accordance with the requirements of this Manual for at least 6 months, including the feed requirements, before the milk can be marketed as organic.</i>
8.2.14	<p><i>The production of organic milk from in-conversion pasture will not be permitted. The livestock must be able to graze sufficient organic pasture to supply 40% of their grazing and forage requirements from the day the milk is marketed as organic, calculated over the calendar year. This means:</i></p> <ul style="list-style-type: none"> (i) <i>The conversion of land intended for grazing and forage production should begin before the first cut silage is made so that the silage is organic 24 months later;</i> (ii) <i>The start of the conversion (and completion date) should be on or after turnout date;</i> (iii) <i>For a whole farm conversion, the milk can only be marketed as organic after the livestock are turned out onto the organic pasture (after it has completed its conversion);</i> (iv) <i>For a farm in a staged conversion, 60% of the grazing and forage production area must be organic with the balance in second year conversion.</i>
8.2.15	<i>An existing flock of table birds or turkeys cannot be converted. A new flock must be brought in before the birds are 3 days old and must undergo full organic management from the date of arrival on the registered unit until slaughter. The birds must be on land that has completed its conversion to organic status.</i>
8.2.16	<i>The minimum period of organic management shall be 10 weeks from the day the birds are introduced (minimum age of slaughter - 71 to 73 days).</i>
8.2.17	<i>An egg laying flock can be converted to organic management when the pasture either becomes organic or has been given a 12 month reduction permitted in Section 8.2.04. Only after 6 weeks of organic management can the eggs be marketed as organic.</i>

Simultaneous Conversion (Sim-con)

8.2.18	<p>Where there is simultaneous conversion of the complete production unit, including livestock, pasturage and/or any land used for animal feed, the total combined conversion period for both livestock, pasturage and/or any land used for animal feed, shall be reduced to 24 months subject to the following conditions:</p> <ul style="list-style-type: none"> (i) This applies only to existing animals and their offspring. However, this does not apply to animals intended for meat production, other than the offspring of existing livestock which have been managed in accordance with the requirements of this Manual before calving, lambing, farrowing, kidding;
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8.2.18 cont.	<p>(ii) The animals are mainly fed with products from the production unit;</p> <p>(iii) Animals complying fully with the requirements of this Manual may be brought on to or sold off the unit but such livestock and any products from them may not be sold as organic until after the completion of the latest 24 month conversion period to which they have been subject.</p>
8.2.19	<i>In the case of dairy production, the milk can be marketed as organic on the day the land completes its 24 month conversion.</i>
8.2.20	<i>In the case of a sheep flock, only the lambs finished after any land they have been grazing has completed its 24 month conversion can be marketed as organic. All the lambs finished prior to that date must be marketed as non-organic animals although the flock will have been subject to organic management.</i>
8.2.21	<i>Sufficient land, particularly where a staged conversion of the land is planned, should be converted to provide the grazing and forage normally needed by the sim-con livestock enterprises. The land being converted should supply at least 60% of the nutritional requirements of the stock. The balance can come from other second year conversion or organic land or include the permitted non-organic allowance.</i>
8.2.22	<i>The holding's own forage and grazing is considered as equivalent to organic feed when fed to sim-con stock on the holding. Sales off the holding are subject to the normal labelling standards for in-conversion crops.</i>
8.2.23	<i>The land not in conversion, or not already converted, remains as non-organic pasture and the sim-con stock must not graze this.</i>
8.2.24	<i>The sim-con stock should stay on the identified area of land for the 24 months. Where additional land subsequently enters conversion, the breeding stock can move to this and begin a second simultaneous conversion whilst the finishing stock would normally stay on the original land. Where young or finishing stock under simultaneous conversion graze an additional block of in-conversion land, they can only be sold as organic meat animals after any land they have been grazing has completed its 24 month conversion.</i>
8.2.25	<i>It is not permitted to label or market any animals or animal product as in-conversion.</i>
8.2.26	<i>Animals for meat production cannot be marketed as organic animals until all the land they have grazed has finished conversion.</i>
8.2.27	<i>A licensee in-conversion, but not in simultaneous conversion or fully converted, can purchase sim-con stock to establish a new enterprise or as finishing stock provided that this was proposed in the conversion plan or is submitted as an update to the conversion plan.</i>
8.2.28	<i>Animals in sim-con, including converted breeding stock, can be sent on tack to pasture on other registered holdings if this is part of the production system. The land receiving the stock must be at the same stage or at a more advanced stage of conversion. The practice must be identified in, or submitted as an update to, the management plan. Records must be kept of any veterinary inputs or supplementary feeding carried out by either the owner or the recipient.</i>
8.2.29	<i>New breeding stock, such as ewe lambs or heifers bred under sim-con, should not be sent away to non-organic pasture and then be brought back as part of the non-organic replacements. As the home-bred animals were originally available from the registered holding, approval cannot be justified on the grounds of unavailability.</i>

8.2.30	<i>As with any organic production, the failure to comply with these Standards during the 24 month period could result in loss of sim-con status if the non-compliances were sufficiently serious. Where the non-compliances are discovered after the stock had been sold, their sim-con status could be removed, leaving the vendor responsible to recompense the purchaser.</i>
8.2.31	<i>Where the option to undertake a simultaneous conversion is not taken up, the organic management must begin when the land becomes organic. The proposed management practices must be detailed in the conversion plan, produced at the start of the conversion.</i>

Trading in Beef Cattle and Lambs Reared under Simultaneous Conversion

8.2.32	<p>Animals intended for meat production which comply with Section 8.2.18, may be traded between registered in-conversion and organic farms (or vice versa) provided that:</p> <ul style="list-style-type: none"> (i) The enterprise has been inspected, either at an annual inspection or at a second inspection following the application inspection, and is specified on the Certificate and Schedule to the Certificate; (ii) The animals are finished after all the land on which they have grazed has completed its 24 month conversion and achieved organic status; (iii) Each consignment of animals must be accompanied by: <ul style="list-style-type: none"> (a) An 'Organic Sector Livestock Transfer Document' – OF&G Record Sheet 16 must be used for this purpose; (b) A copy of the Certificate of Compliance issued by the control body.
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8.3 Origin of Animals

Elimination of BSE

8.3.01	All cohorts and offspring of BSE cases on units managed in accordance with this Manual must be removed. OF&G must be notified of any BSE cases.
8.3.02	Once the herd is under organic management, all new stock brought in must come from a BSE-free source (defined as a holding which has had no confirmed cases of BSE in the 6 years prior to the date the animal is brought in).

Introducing Livestock onto a Registered Holding

8.3.03	As a principle, all livestock must be obtained from organic flocks and herds on registered holdings. Non-organic breeding stock, that have been converted to organic management on registered holdings may be included in this category. Once converted to organic management, this must be continuous for the rest of the animal's life with no periods of grazing on non-registered land permitted.
8.3.04	<p>Converted breeding stock are defined as animals of non-organic origin which have completed the following conversion periods:</p> <ul style="list-style-type: none"> (i) Dairy cattle - 6 months for converting an existing herd, 6 months for replacements brought in to an organic herd; (ii) Suckler cows – 12 weeks; (iii) Ewes – managed to these Standards from mating; (iv) Gilts or sows – managed to these Standards from mating.

Converting an Existing Livestock Enterprise

8.3.05	Other than table birds, a non-organic breeding herd or flock existing on the holding prior to its conversion can be converted to organic production. A livestock conversion plan must be supplied following application and be accepted by OF&G following a satisfactory inspection.
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Introducing a New Livestock Enterprise

8.3.06	(Article 9 (1) (889/2008)) In the choice of breeds or strains, account shall be taken of the capacity of animals to adapt to local conditions, their vitality and their resistance to disease. In addition, breeds or strains of animals shall be selected to avoid specific diseases or health problems associated with some breeds or strains used in intensive production, such as porcine stress syndrome, PSE syndrome (pale-soft-exudative), sudden death, spontaneous abortion and difficult births requiring caesarean operations. Preference is to be given to indigenous breeds and strains.
8.3.07	(Article 9 (2) (889/2008)) Non-organic young mammals, when a herd or flock is constituted for the first time, shall be reared in accordance with the organic production rules immediately after they are weaned. Moreover, the following restrictions shall apply at the date on which the animals enter the herd: (a) Buffalo, calves and foals shall be less than 6 months old; (b) Lambs and kids shall be less than 60 days old; (c) Piglets shall weigh less than 35kg.
8.3.08	(Article 42 (a) (889/2008)) Where the conditions laid down in Section 1.11.02(b) apply, and with prior authorisation of the competent authority, (a) When a flock is constituted for the first time, renewed or reconstituted and organically reared poultry are not available in sufficient numbers, non-organically reared poultry may be brought into an organic poultry production unit, provided that the pullets for the production of eggs and poultry for meat production are less than 3 days old.
8.3.09	<i>This applies to a new livestock enterprise that did not previously exist, and which is to be introduced after the holding has completed its 24 month conversion period. It only applies to non-organic animals from non-registered sources and these are only permitted where animals from registered sources are not available.</i>
8.3.10	<i>It does not apply to a flock or herd before it begins its organic management. Additional heifers or milking cows can be brought into a dairy herd before the 6 month period of organic management begins.</i>
8.3.11	<i>There is no restriction on breeding animals from registered organic or sim-con herds and flocks, subject to the provisions of this Manual, being brought onto the holding and every effort should be made to source such animals from such registered holdings.</i>
8.3.12	This must be authorised beforehand by OF&G.
8.3.13	For all livestock, including poultry, approval must be obtained prior to the non-organic stock being introduced. For all classes of non-organic stock other than poultry use OF&G Record Sheet 21 – Non-organic Livestock Approval Application. For non-organic poultry use OF&G Record Sheet 21A – Non-organic Poultry Approval Application. Evidence that organic stock are not available or are not suitable should be supplied with your application.

Reconstituting an Existing Livestock Enterprise

8.3.14	(Article 47 (a) (889/2008)) Defra may authorise on a temporary basis: In the case of high mortality of animals caused by health or catastrophic circumstances, the renewal or reconstitution of the herd or flock with non-organic animals, when organically reared animals are not available.
8.3.15	(Article 42 (b) (889/2008)) Where organic animals are not available, and with prior authorisation of OF&G, non-organically reared pullets for egg production of not more than 18 weeks may be brought into an organic livestock unit until 31 December 2014, when organically reared pullets are not available and provided that the relevant provisions laid down in Sections 8.4 and 8.5 are complied with.
8.3.16	<i>When purchasing non-organic pullets for egg production, these must be no more than 18 weeks old and must have been reared to the organic feed and veterinary standards 'Part-Organic Pullets'. A declaration stating that the birds have been reared to the organic feed and veterinary standards must be obtained from the supplier when purchasing the birds. From 1 January 2015 organic pullets must be used.</i>

Replacement Animals

8.3.17	(Article 9 (3) (889/2008)) Non-organic adult male and nulliparous female mammals, for the renewal of a herd or flock, shall be reared subsequently in accordance with the organic production rules. Moreover, the number of female mammals is subject to the following restrictions per year: (a) Up to a maximum of 10% of adult equine or bovine, including <i>bubalus</i> and bison species, livestock and 20% of the adult porcine, ovine and caprine livestock, as female animals; (b) For units with less than 10 equine or bovine animals, or with less than 5 porcine, ovine or caprine animals any renewal as mentioned above shall be limited to a maximum of 1 animal per year.
8.3.18	<i>This applies to an existing holding where an organic herd or flock being managed in accordance with this Manual requires replacements, by introducing non-organic animals from a non-registered source.</i>
8.3.19	<i>This specifies the percentage of nulliparous animals (animals that have not yet given birth) permitted to be brought in from non-organic non-registered sources as replacements in a calendar year. The percentage must be calculated from the number of breeding animals present at the beginning of the year.</i>
8.3.20	(Article 9 (4) (889/2008)) The percentages referred to in Section 8.3.17 may be increased up to 40%, subject to prior authorisation by Defra, in the following special cases: (a) When a major extension to the farm is undertaken; (b) When a breed is changed; (c) When a new livestock specialisation is initiated; (d) When breeds are in danger of being lost to farming as laid down in Annex IV to Commission Regulation (EC) No 1974/2006 and in that case animals of those breeds must not necessarily be nulliparous.

Male Breeding Animals

8.3.21	<i>Male breeding animals can be brought in from a non-organic non-registered source for breeding purposes. Bulls, rams and boars can be introduced for short periods as part of a breeding programme. Whilst on the holding they must be subject to organic management.</i>
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Converting Brought-in Animals

8.3.22	Where livestock comes from units not complying with the requirements of this Manual, in accordance with the conditions and restrictions set out in Sections 8.3.05 to 8.3.21 above, the periods laid down in Sections 8.2.07 to 8.2.11 must be observed if the products are to be sold as being from organic production and during these periods all the rules set out in this Manual must be complied with.
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Quarantine Periods

8.3.23	<i>Unless otherwise specified, any livestock introduced from a non-organic non-registered source must be subject to the conversion periods specified in Sections 8.2.07 to 8.2.11 before their progeny or products can be marketed as being organically produced.</i>
8.3.24	(Article 23 (3) (889/2008)) Where livestock are obtained from units not complying with these Standards, special attention must be paid to animal health measures. OF&G may apply, depending on local circumstances, special measures, such as screening tests, and quarantine periods.
8.3.25	<i>Any livestock introduced from a non-organic non-registered source should be subject to a health check and a period of quarantine before the animals are permitted to mix with the other stock. Where possible, the veterinary treatment records should be supplied with the animals.</i>

8.4 Feed

8.4.01	(Article 20 (5) (889/2008)) Feed is intended to ensure quality production rather than maximising production, while meeting the nutritional requirements of the livestock at various stages of their development. Fattening practices are authorised in so far as they are reversible at any stage of the rearing process. Force-feeding is forbidden.
8.4.02	(Article 20 (4) (889/2008)) The keeping of livestock in conditions, or on a diet, which may encourage anaemia is prohibited.
8.4.03	(Article 19 (1) (889/2008)) In the case of herbivores, except during the period each year when the animals are under transhumance, at least 60% of the feed shall come from the farm unit itself or in case this is not feasible, be produced in co-operation with other organic farms in the same region.
8.4.04	(Article 19 (2) (889/2008)) In the case of pigs and poultry, at least 20% of the feed shall come from the farm unit itself or in case this is not feasible, be produced in the same region in co-operation with other organic farms or feed business operators.
8.4.05	<i>As a principle, organically managed livestock must be fed 100% organically produced feed from the holding, or from other registered holdings where this is not possible.</i>

In-conversion Feed

8.4.06	(Article 21 (1) (889/2008)) Up to 30% of the feed formula of rations on average may comprise in-conversion feedingstuffs. When the in-conversion feedingstuffs come from a unit of the own holding, this percentage can be increased to 100%. These figures shall be expressed as a percentage of the dry matter of feedingstuffs of agricultural origin.
8.4.07	In-conversion feedstuffs are defined in Section 4 as crops and forage harvested after 12 months of conversion. The above calculations must be done in dry matter over a calendar year. Purchased concentrates containing in-conversion ingredients are permitted provided that the diet contains the minimum organic content as specified in Section 8.4.26.
8.4.08	(Article 21 (2) (889/2008)) Up to 20% of the total average amount of feedingstuffs fed to livestock may originate from the grazing or harvesting of permanent pastures, perennial forage parcels or protein crops, sown under organic management on lands in their first year of conversion, provided that they are part of the holding itself and have not been part of an organic production unit of that holding in the last five years. When both in-conversion feedingstuffs and feedingstuffs from parcels in their first year of conversion are being used, the total combined percentage of such feedingstuffs shall not exceed the maximum percentages fixed in Section 8.4.06.

Feeding Young Animals

8.4.09	(Article 20 (1) (889/2008)) All young mammals shall be fed on maternal milk in preference to natural milk, for a minimum period of 3 months for bovines including bubalus and bison species and equidae, 45 days for sheep and goats and 40 days for pigs.
8.4.10	'Natural milk' is defined as milk, fresh or dried, to which any of the feed additives or feed ingredients permitted in this Manual has been added. In an emergency non-organic milk replacer may be fed until the animals are 72 hours old. If, however, you feed them on non-organic milk replacer for longer then 72 hours they will loose their organic status.
8.4.11	During the periods specified, the animals must be offered an appropriate quantity of milk but should also be offered forage and other appropriate feeds, in accordance with Section 8.4.12, as soon as they are able to take these.
8.4.12	(Article 20 (2) (889/2008)) Rearing systems for herbivores are to be based on maximum use of grazing pasturage according to the availability of pastures in the different periods of the year. At least 60 % of the dry matter in daily rations of herbivores shall consist of roughage, fresh or dried fodder, or silage. A reduction to 50% for animals in dairy production for a maximum period of 3 months in early lactation is allowed. <i>Crimped grain, produced by ensiling, is a cereal/concentrate, see Section 8.4.44.</i>
8.4.13	Livestock must have access to pasture during the normal grazing season and during this time at least 50% of the daily forage dry matter intake must come from the pasture being grazed. In some circumstances, e.g. where the pasture is too far from the dairy parlour or where the grass has burnt off in a dry spell, the balance may be made up by the use of buffer feeding forage from parts of the holding not accessible by the stock. Zero grazing systems are not permitted.

Non-organic Feed

8.4.14	(Article 22 (a) (889/2008)) Non-organic feed materials of plant or animal origin, or other feed materials that are listed in 8.4.45 may be used provided that: (i) They are produced or prepared without chemical solvents; and (ii) The restriction laid down in 8.4.16 or 8.4.19 are complied with.
8.4.15	Article 22 (b) (889/2008)) Non-organic spices, herbs and molasses, may be used provided that: (i) They are not available in organic form; (ii) They are produced or prepared without chemical solvents; and (iii) Their use is limited to 1% of the feed ration of a given species, calculated annually as a percentage of the dry matter of feed from agricultural origin.
8.4.16	(Article 43 (889/2008)) Where the conditions laid down in Section 1.10.02(b) apply and where farmers are unable to obtain protein feed exclusively from organic production, the use of a limited proportion of non-organic protein feed is allowed for porcine and poultry species. The maximum percentage of non-organic protein feed authorised per period of 12 months for those species shall be 5% during the period from 1 January 2012 to 31 December 2014. The figures shall be calculated annually as a percentage of the dry matter of feed from agricultural origin. The operator shall keep documentary evidence of the need for the use of this provision.
8.4.17	(Article 22 (e) (889/2008)) Products from sustainable fisheries, provided that: (i) They are produced or prepared without chemical solvents; (ii) Their use is restricted to non-herbivores; and (iii) The use of fish protein hydrolysate is restricted solely to young animals.
8.4.18	<i>The tables later in this section give the annual and daily limits for each type of stock.</i>
8.4.19	(Article 47 (c) (889/2008)) Defra may authorise on a temporary basis the use of non-organic feedingstuffs for a limited period and in relation to a specific area by individual operators, when forage production is lost or when restrictions are imposed, in particular as a result of exceptional meteorological conditions, the outbreak of infectious diseases, the contamination with toxic substances, or as a consequence of fires.
8.4.20	<i>8.4.19 will apply only when extreme weather conditions such as a drought, flood or blizzard or disease outbreaks such as Foot and Mouth Disease are likely to impact on the welfare of the stock. Producers must notify OF&G when such circumstances occur so that an application can be made to Defra for the authorisation.</i>

General Requirements

8.4.21	(Article 20 (3) (889/2008)) Roughage, fresh or dried fodder, or silage must be added to the daily ration for pigs and poultry.
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8.4.22	Antibiotics, coccidiostats, medicinal substances, growth promoters or any other substance intended to stimulate growth or production shall not be used in animal feeding.
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Feed Compounding and Blending

8.4.23	Where a feed ration is blended or compounded by a feed mill other than on the holding, the mill and each product must be subject to inspection and certification by an approved organic control body. The product label must be checked for both requirements before the feed is used.
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Labelling and Storing Animal Feeds

8.4.24	Where a compounded or blended feed contains organic, in-conversion and non-organic ingredients, the feed must be labelled as specified in Section 4 of this Manual.
8.4.25	With the exception of forage of different status in a layered silage clamp, organic, in-conversion and non-organic animal feeds, including baled forage, cereals, pulses and compounds, must be stored separately and the status of each clearly labelled. <i>To permit an investigation should problems arise with the stock, a sample of brought in feed should be kept in a polythene container for a period of 12 weeks.</i>

Feed Calculations

8.4.26	<p><i>To meet the organic, conversion and non-organic limits specified in Sections 8.4.06 to 8.4.16 above, the rations must comply with the following requirements over a calendar year (calculated in dry matter) for the year ending 31 December 2012, 2013 and 2014:</i></p> <p>(i) <i>For an organic holding with land in conversion and feeding its own in-conversion forage as permitted in Section 8.4.06, the agricultural ingredients of a ration during the calendar year must contain:</i></p> <table border="1"> <thead> <tr> <th><i>Feed</i></th> <th><i>Herbivores/ruminants</i></th> <th><i>Non-herbivores/monogastrics</i></th> </tr> </thead> <tbody> <tr> <td><i>Organic</i></td> <td></td> <td></td> </tr> <tr> <td><i>Home produced In-conversion</i></td> <td><i>Not less than 99%</i></td> <td><i>Not less than 94%</i></td> </tr> <tr> <td><i>Non-organic</i></td> <td><i>Not more than 1%</i></td> <td><i>Not more than 6%</i></td> </tr> </tbody> </table> <p>(ii) <i>For a converted organic holding buying in-conversion feed, the agricultural ingredients of a ration during the calendar year must contain:</i></p> <table border="1"> <thead> <tr> <th><i>Feed</i></th> <th><i>Herbivores/ruminants</i></th> <th><i>Non-herbivores/monogastrics</i></th> </tr> </thead> <tbody> <tr> <td><i>Organic</i></td> <td><i>Not less than 69%</i></td> <td><i>Not less than 64%</i></td> </tr> <tr> <td><i>Brought-in in-conversion</i></td> <td><i>Not more than 30%</i></td> <td><i>Not more than 30%</i></td> </tr> <tr> <td><i>Non-organic</i></td> <td><i>Not more than 1%</i></td> <td><i>Not more than 6%</i></td> </tr> </tbody> </table> <p><i>From 1 January 2015:</i></p> <p>(iii) <i>For an organic holding with land in conversion and feeding its own in-conversion forage as permitted in Section 8.4.06, the agricultural ingredients of a ration during the calendar year must contain:</i></p> <table border="1"> <thead> <tr> <th><i>Feed</i></th> <th><i>Herbivores/ruminants</i></th> <th><i>Non-herbivores/monogastrics</i></th> </tr> </thead> <tbody> <tr> <td><i>Organic</i></td> <td></td> <td></td> </tr> <tr> <td><i>Home produced In-conversion</i></td> <td><i>Not less than 99%</i></td> <td><i>Not less than 99%</i></td> </tr> <tr> <td><i>Non-organic</i></td> <td><i>Not more than 1%</i></td> <td><i>Not more than 1%</i></td> </tr> </tbody> </table> <p>(iv) <i>For a converted organic holding buying in-conversion feed, the agricultural ingredients of a ration during the calendar year must contain:</i></p> <table border="1"> <thead> <tr> <th><i>Feed</i></th> <th><i>Herbivores/ruminants</i></th> <th><i>Non-herbivores/monogastrics</i></th> </tr> </thead> <tbody> <tr> <td><i>Organic</i></td> <td><i>Not less than 69%</i></td> <td><i>Not less than 69%</i></td> </tr> <tr> <td><i>Brought-in in-conversion</i></td> <td><i>Not more than 30%</i></td> <td><i>Not more than 30%</i></td> </tr> <tr> <td><i>Non-organic</i></td> <td><i>Not more than 1%</i></td> <td><i>Not more than 1%</i></td> </tr> </tbody> </table>	<i>Feed</i>	<i>Herbivores/ruminants</i>	<i>Non-herbivores/monogastrics</i>	<i>Organic</i>			<i>Home produced In-conversion</i>	<i>Not less than 99%</i>	<i>Not less than 94%</i>	<i>Non-organic</i>	<i>Not more than 1%</i>	<i>Not more than 6%</i>	<i>Feed</i>	<i>Herbivores/ruminants</i>	<i>Non-herbivores/monogastrics</i>	<i>Organic</i>	<i>Not less than 69%</i>	<i>Not less than 64%</i>	<i>Brought-in in-conversion</i>	<i>Not more than 30%</i>	<i>Not more than 30%</i>	<i>Non-organic</i>	<i>Not more than 1%</i>	<i>Not more than 6%</i>	<i>Feed</i>	<i>Herbivores/ruminants</i>	<i>Non-herbivores/monogastrics</i>	<i>Organic</i>			<i>Home produced In-conversion</i>	<i>Not less than 99%</i>	<i>Not less than 99%</i>	<i>Non-organic</i>	<i>Not more than 1%</i>	<i>Not more than 1%</i>	<i>Feed</i>	<i>Herbivores/ruminants</i>	<i>Non-herbivores/monogastrics</i>	<i>Organic</i>	<i>Not less than 69%</i>	<i>Not less than 69%</i>	<i>Brought-in in-conversion</i>	<i>Not more than 30%</i>	<i>Not more than 30%</i>	<i>Non-organic</i>	<i>Not more than 1%</i>	<i>Not more than 1%</i>
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<i>Organic</i>	<i>Not less than 69%</i>	<i>Not less than 69%</i>																																															
<i>Brought-in in-conversion</i>	<i>Not more than 30%</i>	<i>Not more than 30%</i>																																															
<i>Non-organic</i>	<i>Not more than 1%</i>	<i>Not more than 1%</i>																																															

8.4.27	<p>The feed calculations must take account of the following:</p> <ol style="list-style-type: none"> The feeding period is normally calculated over a calendar year i.e. from 1 January to 31 December; For animals on the holding for part of a year, such as stock brought in for finishing, the non-organic feed allowance must be calculated for the total DM intake during the period they are on the holding. As an example, if the non-organic allowance for a 500kg steer over the year is 36.5kg but it is only on the holding for 6 months, it can only be fed 18.25kg non-organic feed during this period; The calculations must be done for each feeding group within a flock or herd and the records of the type and quantity of feed given should be kept on a monthly basis for each feeding group as a minimum. As an example, the feeding groups in a dairy herd could be: young stock in batches of animals of a similar size and age; progressing to heifers of a similar age; progressing to milking cows. Where milking cows are individually fed according to yield in the parlour, the whole herd can be classed as one feeding group. Where the herd is split into separate feeding groups based on yield, separate monthly records must be kept for each group, from which the annual figures can be calculated for the whole milking herd. 																																																																																																	
8.4.28	<p><i>The following tables are intended to be used as a guide to calculate the organic, conversion and non-organic limits specified in Sections 8.4.06 and 8.4.16 for the different categories of stock. Where these figures are exceeded by certain breeds evidence of the actual dry matter intakes must be supplied by means of feed records.</i></p> <p>Feed Tables</p> <p>(i) Beef Cattle</p> <table border="1" data-bbox="272 1025 1471 1400"> <thead> <tr> <th></th> <th colspan="5">Beef Cattle and Dairy Young Stock</th> <th colspan="2">Suckler cows</th> </tr> <tr> <th>Live Weight (kg)</th> <th>100</th> <th>200</th> <th>300</th> <th>400</th> <th>500</th> <th>500</th> <th>600</th> </tr> </thead> <tbody> <tr> <td>Average Daily DM Intake (kg)</td> <td>2.80</td> <td>5.00</td> <td>7.00</td> <td>8.00</td> <td>10.00</td> <td>12.00</td> <td>14.00</td> </tr> <tr> <td>30% maximum Annual conversion feed (kg DM)</td> <td colspan="5">548 in first year, 986 in second year</td> <td>1314</td> <td>1533</td> </tr> <tr> <td>70% minimum Annual organic feed (kg DM)</td> <td colspan="5">1277 in first year, 2299 in second year</td> <td>3066</td> <td>3577</td> </tr> <tr> <td>100% maximum Annual conversion feed (kg DM)</td> <td colspan="5">1825 in first year, 3285 in second year</td> <td>4380</td> <td>5110</td> </tr> </tbody> </table> <p>(ii) Dairy Cattle</p> <p><i>Notes - Daily DM Intake for milking cows = 2.5% of liveweight + 10% of expected daily yield. For a Holstein multiply DMI and allowances by 1.15. For cows on a complete diet, multiply DMI and allowances by 1.2. The annual allowances are for 305 milking days and 60 dry days for a 600kg cow. Allowances for 400kg cow x 0.67, for 500kg cow x 0.83 and for 700kg cow x 1.15.</i></p> <table border="1" data-bbox="272 1668 1471 1989"> <tbody> <tr> <td>Avg lactation daily yield (kg or litres)</td> <td>0</td> <td>10</td> <td>20</td> <td>30</td> <td>40</td> <td>50</td> </tr> <tr> <td>Agv Daily DM Intake (kg) per 600kg cow</td> <td>13.2</td> <td>16.0</td> <td>17.0</td> <td>18.0</td> <td>19.0</td> <td>20.0</td> </tr> <tr> <td>Average annual yield (kg or litres)</td> <td></td> <td></td> <td>4000</td> <td>5000</td> <td>6000</td> <td>7000</td> </tr> <tr> <td>Annual DM Intake kg per 600kg cow (kg DM)</td> <td></td> <td></td> <td>5953</td> <td>6069</td> <td>6190</td> <td>6310</td> </tr> <tr> <td>30% maximum Annual conversion feed (kg DM)</td> <td></td> <td></td> <td>1785</td> <td>1820</td> <td>1857</td> <td>1893</td> </tr> <tr> <td>70% minimum Annual organic feed (kg DM)</td> <td></td> <td></td> <td>4167</td> <td>4248</td> <td>4333</td> <td>4417</td> </tr> <tr> <td>100% maximum Annual conversion feed (kg DM)</td> <td></td> <td></td> <td>5953</td> <td>6069</td> <td>6190</td> <td>6310</td> </tr> </tbody> </table>		Beef Cattle and Dairy Young Stock					Suckler cows		Live Weight (kg)	100	200	300	400	500	500	600	Average Daily DM Intake (kg)	2.80	5.00	7.00	8.00	10.00	12.00	14.00	30% maximum Annual conversion feed (kg DM)	548 in first year, 986 in second year					1314	1533	70% minimum Annual organic feed (kg DM)	1277 in first year, 2299 in second year					3066	3577	100% maximum Annual conversion feed (kg DM)	1825 in first year, 3285 in second year					4380	5110	Avg lactation daily yield (kg or litres)	0	10	20	30	40	50	Agv Daily DM Intake (kg) per 600kg cow	13.2	16.0	17.0	18.0	19.0	20.0	Average annual yield (kg or litres)			4000	5000	6000	7000	Annual DM Intake kg per 600kg cow (kg DM)			5953	6069	6190	6310	30% maximum Annual conversion feed (kg DM)			1785	1820	1857	1893	70% minimum Annual organic feed (kg DM)			4167	4248	4333	4417	100% maximum Annual conversion feed (kg DM)			5953	6069	6190	6310
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8.4.28 cont.	(iii) Sheep - Ewes (averaged out over the year)						
	Live Weight (kg)	40	50	60	70	80	
	Average Daily DM Intake (kg)	1.10	1.30	1.60	1.80	2.10	
	30% max Annual conversion feed (kg DM)	120	142	175	197	230	
	70% min Annual organic feed (kg DM)	281	332	409	460	536	
	100% max Annual conversion feed (kg DM)	401	474	584	657	766	
	(iv) Sheep - Store Lambs						
	Live Weight (kg)	30	40	50	60	70	
	Average Daily DM Intake (kg)	0.71	0.93	1.16	1.39	1.64	
	30% max Annual conversion feed (kg DM)	78	102	127	152	179	
	70% min Annual organic feed (kg DM)	181	237	296	355	419	
	100% max Annual conversion feed (kg DM)	259	339	423	507	598	
	(v) Lactating Goats – 60kg Liveweight, for example						
	Average Daily milk yield (kg or litres)	0	1	2	3	4	5
	Average Daily DM Intake (kg)						
	during 1st month	0.70	1.10	1.60	2.00	2.50	3.00
	months 2 to 3	1.00	1.40	1.90	2.30	2.80	3.30
	months 4 to 9 into the lactation	1.50	1.60	2.10	2.50	2.80	3.30
	Average Daily DM Intake (kg)	1.10	1.40	1.90	2.30	2.70	3.20
	30% maximum Annual conversion feed (kg DM)	120	153	208	252	296	350
	70% minimum Annual organic feed (kg DM)	280	358	485	588	690	818
	100% maximum Annual conversion feed (kg DM)	401	511	693	840	986	1168
	(vi) Pigs – Breeding Animals						
					Gilts	Sows	
	Average Daily DM Intake (kg)				2.60	3.42	
	5% Daily Non-organic DM Intake (kg)				0.13	0.17	
	5% non-organic Annual allowance (kg DM)				47.5	62	
	30% maximum Annual conversion feed (kg DM)				285	374	
	70% minimum Annual organic feed (kg DM)				664	874	
	100% maximum Annual conversion feed (kg DM)				949	1248	
	(vii) Pigs – Fattening Animals						
	Age – months	1	2	3	4	5	6
Average Daily DM Intake (kg)	0.45	0.90	1.35	1.80	2.25	2.70	
Average monthly (kg DM intake)	13.7	27.4	41.1	54.7	68.4	82.1	
Cumulative monthly (kg DM) intake	13.7	41.1	82.2	136.9	205.3	287.4	
5% cumulative monthly Non-organic allowance (kg DM)	0.68	2.05	4.11	6.84	10.26	14.37	
30% cumulative monthly conversion feed (kg DM)	4.11	12.33	24.66	41.07	61.59	86.22	
70% cumulative monthly organic feed (kg DM)	9.59	28.77	57.54	95.83	143.71	201.18	
100% cumulative monthly conversion feed (kg DM)	13.7	41.1	82.2	136.9	205.3	287.4	
As fattening pigs are fed an increasing amount as they grow, the tables calculate the feed intake on a cumulative basis month by month.							

8.4.28 cont.	(viii) Poultry – Table Birds						
	<i>Weeks from hatching</i>	2	4	6	8	10	12
	<i>Cumulative DM Intake</i>						
	– male broilers (kg)	0.32	1.55	3.50	5.85	7.80	9.90
	<i>Cumulative DM Intake –</i>						
	<i>female broilers(kg)</i>	0.32	1.49	3.36	5.40	7.35	9.45
	<i>5% cumulative non-organic allowance</i>						
	<i>– male broilers (kg DM)</i>	0.01	0.07	0.17	0.29	0.39	0.49
	<i>5% cumulative non-organic allowance</i>						
	<i>– female broilers (kg DM)</i>	0.01	0.07	0.16	0.27	0.36	0.47
	(ix) Poultry – Turkeys						
	<i>Weeks from hatching</i>	2	4	8	12	16	20
	<i>Cumulative DM intake</i>						
	– male turkeys (kg)	0.42	1.50	6.30	14.20	23.20	34.00
<i>Cumulative DM intake</i>							
– female turkeys (kg)	0.36	1.24	5.21	11.60	19.52		
<i>5% cumulative non-organic allowance – male turkeys (kg DM)</i>	0.02	0.07	0.31	0.71	1.16	1.7	
<i>5% cumulative non-organic allowance – female turkeys (kg DM)</i>	0.01	0.06	0.26	0.58	0.97		
(x) Poultry – Laying Birds							
<i>Average Daily DM Intake per bird (kg)</i>					0.130		
<i>Average Daily DM Intake per 1000 birds (kg)</i>					130		
<i>5% Daily non-organic allowance per 1000 birds (kg DM)</i>					6.5		
8.4.29	Not allocated						
8.4.30	(Article 22 (c) (889/2008)) Organic feed materials of animal origin.						
8.4.31	Not allocated						
8.4.32	Not allocated						

Feed Materials from Mineral Origin

8.4.33	(Annex V 1 (889/2008)) Only the following substances are included in this category:						
(i)	Sodium:	Unrefined sea salt Coarse rock salt Sodium sulphate Sodium carbonate Sodium bicarbonate Sodium chloride					
(ii)	Potassium:	Potassium chloride					
(iii)	Calcium:	Lithothamnion and maerl (<i>Calcified seaweed and Maerl</i>) Calcareous marine shells Calcium carbonate Calcium gluconate					

8.4.33 cont.	(iv) Phosphorus:	Defluorinated phosphate Monosodium phosphate Calcium-magnesium phosphate Calcium-sodium phosphate
	(v) Magnesium:	Magnesium oxide (Anhydrous magnesia) (<i>Calcined magnesite</i>) Magnesium sulphate Magnesium chloride Magnesium carbonate Magnesium phosphate
	(vi) Sulphur:	Calcium sodium sulphate

Trace Elements

8.4.34	(Annex VI 3 (b) (889/2008)) Only the following substances are included in this category: <i>Minerals in a chelated form are permitted but the production of these must not involve the use of genetically modified organisms or their derivatives (e.g. GM soya protein).</i>
(i) Iron:	Ferrous (II) carbonate Ferrous (II) sulphate monohydrate and/or heptahydrate Ferric (III) oxide
(ii) Iodine:	Calcium iodate, anhydrous Calcium iodate, hexahydrate Sodium iodide
(iii) Cobalt:	Cobaltous (II) sulphate monohydrate and/or heptahydrate Basic cobaltous (II) carbonate, monohydrate
(iv) Copper:	Copper (II) oxide Basic copper (II) carbonate, monohydrate Copper (II) sulphate pentahydrate
(v) Manganese:	Manganous (II) carbonate Manganous oxide and manganic oxide Manganous (II) sulphate, mono- and/or tetrahydrate
(vi) Zinc:	Zinc carbonate Zinc oxide Zinc sulphate mono- and/or heptahydrate
(vii) Molybdenum:	Ammonium molybdate Sodium molybdate
(viii) Selenium:	Sodium selenate Sodium selenite

Vitamins

8.4.35	(Annex VI (a) (889/2008)) Vitamins: (i) Vitamins derived from raw materials occurring naturally in feedingstuffs; or (ii) Synthetic vitamins identical to natural vitamins only for monogastric animals. <i>Synthetic amino acids are not permitted as feed supplements to any stock.</i>
8.4.36	Defra may authorise the use of synthetic vitamins of types A, D and E for ruminants in so far as the following conditions are met: (i) The synthetic vitamins are identical to the natural vitamins;

8.4.36 cont.	<p>(ii) Authorisation issued by the Member State is founded on precise criteria and notified to the Commission.</p> <p>Producers may benefit from this authorisation only if they have demonstrated to the satisfaction of OF&G that the health and welfare of their animals cannot be guaranteed without the use of these synthetic vitamins.</p>
8.4.37	<p>Synthetic vitamins may be given to monogastric or non-ruminant animals such as pigs and poultry. Synthetic vitamins must not routinely be given to ruminants. However, OF&G may approve the feeding of the synthetic forms of the vitamins A, D and E to ruminants during the winter and by special dispensation at other times, following receipt of the following:</p> <p>(i) A completed OF&G Record Sheet 9 - Restricted Practice and Material Approval Application Form;</p> <p>(ii) The relevant sections of the Animal Health Plan demonstrating the need for the vitamins;</p> <p>(iii) A letter from the veterinary surgeon confirming the need for vitamin supplements.</p>

Zotechnical Additives

8.4.38	<p>(Annex VI 4 (889/2008))</p> <p>Only enzymes and micro-organisms approved under Regulation (EC) No 1831/2003 of the European Parliament may be used.</p> <p>Silage additives will be covered under a separate section.</p>
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Preservatives

8.4.39	<p>(Annex VI 1 (a) (889/2008))</p> <p>Only the following substances are included in this category:</p> <ul style="list-style-type: none"> E 200 Sorbic acid E 236 Formic acid E 237 Sodium formate E 260 Acetic acid E 270 Lactic acid E 280 Propionic acid E 330 Citric acid
8.4.40	<p>The above substances can be used for ensiling forage and can also be used in the crimping and ensiling of grain. The use of Propionic acid for the preservation of grain stored in aerobic conditions (Propcorn) may be permitted but the ingredients of the product must be checked and approved by OF&G prior to use.</p>

Binders, anti-caking agents and coagulants

8.4.41	<p>(Annex VI 1 (d) (889/2008))</p> <p>Only the following substances are included in this category:</p> <ul style="list-style-type: none"> E 535 Sodium ferrocyanide E 551b Colloidal silica E 551c Kieselgur E 558 Bentonite-montmorillonite E 559 Kaolinic clays, free of asbestos E 560 Natural mixtures of stearites and chlorite E 561 Vermiculite E 562 Sepiolite E 566 Natrolite-Phonolite
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8.4.41 cont.	E 568 Clinoptilolite of sedimentary origin (Pigs for fattening; Chickens for fattening; Turkeys for fattening; Bovine) E 599 Perlite
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Antioxidant Substances

8.4.42	(Annex VI 1 (b) (889/2008)) Only the following are included in this category: E306 Tocopherol-rich extracts of natural origin used as an antioxidant
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Silage Additives

8.4.43	(Annex VI 1 (e) (889/2008)) Enzymes, yeasts and bacteria can be used as silage additives. The use of these is restricted to the production of silage when weather conditions do not allow for adequate fermentation.
8.4.44	<i>Silage is defined as the product of a fermentation of plant materials, including grass and clover, wholecrop cereals, maize, crimped grain etc, in anaerobic conditions. Crimped grain is not regarded as a forage, it is considered to be a concentrate when calculating daily and annual intakes.</i>

Sensory Additives

8.4.45	(Annex VI 2 (889/2008)) Only the following substances are included in this category; Flavouring compounds (only extracts from agricultural products)
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Certain Substances used in Animal Nutrition

8.4.46	(Annex V 2 (889/2008)) Substance listed must have been approved under Council Directive 82/471/EEC concerning certain products used in animal nutrition. Yeasts: Saccharomyces cerevisiae Saccharomyces carlsbergensis
8.4.47	(Article 22 (4) (889/2008)) Feed additives, certain products used in animal nutrition and processing aids may be used in organic production only if they are listed in Annex VI and the restrictions laid down therein are complied with.

Prohibited materials

8.4.48	<i>The following products are examples of materials that are prohibited in the diet:</i> <ul style="list-style-type: none"> • <i>Materials produced with GMOs or their derivatives;</i> • <i>Farm animal by-products (e.g. abattoir waste) to any livestock;</i> • <i>All types of excrements including droppings, dung or other manures;</i> • <i>Feed subject to solvent extraction (e.g. hexane) or the addition of other chemical agents;</i> • <i>Synthetic amino acids and amino acid isolates;</i>
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8.4.48 cont.	<ul style="list-style-type: none"> • Urea and other synthetic nitrogen compounds; • Synthetic growth promoters or stimulants; • Synthetic appetisers; • Preservatives, except when used as a processing aid; • Artificial colouring agents.
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8.5 Disease Prevention and Veterinary Treatments

Definitions

8.5.01	<p>In these Standards -</p> <p>‘Allopathic veterinary medicinal products’ means chemically synthesised allopathic veterinary medicinal products, vitamin preparations, mineral and glucose solutions, herbal extracts and phytotherapeutic remedies.</p>
8.5.02	<p><i>This definition does not include vaccines or homoeopathic remedies.</i></p>
8.5.03	<p>‘Chemically synthesised allopathic veterinary medicinal products’ means anti-parasitic drugs, hormones and mediators, anti-inflammatory and analgesic drugs, drugs which affect the nervous system (e.g. sedatives and anaesthetics) and drugs with a specific effect on target organs (e.g. bronchodilators and spasmolytics).</p> <p>‘Immunological preparations’ means vaccines and antisera.</p>

Health Plan

8.5.04	<p>The development and management of organic livestock systems requires special care in nurturing positive health and vitality, ensuring the proper control of disease and the encouragement of positive animal welfare. (‘Positive welfare’ is used here in the sense used by Farm Animal Welfare Council (FAWC) to mean the satisfaction of the animal's needs, including behavioural needs and not merely the avoidance of cruelty.) This must be provided for by a plan drawn up by the farmer, preferably working in partnership with a veterinary surgeon and agreed between them during and after conversion, to develop and operate an organic livestock system that conforms to these Standards. The plan must ensure the development of a pattern of health building and disease control measures appropriate to the particular circumstances of the individual farm and allow for the evolution of a farming system progressively less dependent on allopathic veterinary medicinal products.</p>
8.5.05	<p>The Recommendations for the Welfare of Livestock, as issued by the Farm Animal Welfare Council, must be available to the personnel responsible for the management of the stock. These are freely available from any Defra Animal Health Office.</p>
8.5.06	<p><i>The Health Plan forms part of the Management Plan, required as part of the Inspection Requirements. It should be drawn up with the assistance of the veterinary surgeon and be updated as the conversion evolves.</i></p>
8.5.07	<p><i>When undertaking a simultaneous conversion the Health Plan should be in development at the start of the conversion period. In all other cases it must be in place before the third inspection is done.</i></p>
8.5.08	<p><i>OF&G Technical Leaflet 105 - A Guide to Developing Health Plans on Organic Livestock Units – can be used for developing the plan and the pro-forma Health Plan Record sheet, or equivalent, should be used to record the contents.</i></p>

Disease Prevention

8.5.09	<p>(Article 24 (1) (889/2008))</p> <p>Where, despite preventive measures to ensure animal health as laid down in Section 8.1.03, an animal becomes sick or injured they shall be treated immediately, if necessary in isolation and in suitable housing.</p>
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Use of Veterinary Medicines

8.5.10	<p>(Article 23 (1) (889/2008))</p> <p>The use of chemically synthesised allopathic veterinary medicinal products or antibiotics for preventive treatment is prohibited, without prejudice to Section 8.5.13.</p>
8.5.11	<p>(Article 23 (2) (889/2008))</p> <p>The use of substances to promote growth or production (including antibiotics, coccidiostatics and other artificial aids for growth promotion purposes) and the use of hormones or similar substances to control reproduction or for other purposes (e.g. induction or synchronisation of oestrus), is prohibited.</p>
8.5.12	<p>(Article 24 (2) (889/2008))</p> <p>Phytotherapeutic, homeopathic products, trace elements and products listed in Sections 8.4.33 – 8.4.37 shall be used in preference to chemically-synthesized allopathic veterinary treatment or antibiotics, provided that their therapeutic effect is effective for the species of animal, and the condition for which the treatment is intended.</p>
8.5.13	<p>(Article 24 (3) (889/2008))</p> <p>If the use of measures referred to in Section 8.5.12 is not effective in combating illness or injury, and if treatment is essential to avoid suffering or distress of the animal, chemically synthesised allopathic veterinary medicinal products or antibiotics may be used under the responsibility of a veterinarian.</p>
8.5.14	<p>The use of all medicines, including allopathic veterinary medicinal products, immunological preparations and homeopathic products must be detailed in the animal health plan.</p>
8.5.15	<p>Veterinary medicines, probiotics, iron injections for pigs and antibiotics must not be used as prophylactic or preventive medicine on a routine basis to whole herds or flocks where no known problem exists.</p>
8.5.16	<p><i>The Management Plan and Animal Health Plan must identify the problems that exist on the holding and the management or husbandry practices which will mitigate these problems. Only where an identified problem cannot be controlled by management or husbandry practices can the strategic use of a veterinary treatment be justified.</i></p>
8.5.17	<p><i>A strategic treatment is where a whole herd or flock has to be treated to control a problem that cannot be otherwise controlled by management practices. As an example, the drenching of ewes with an anthelmintic at lambing may be necessary to avoid the infection of the lambs even though an effective programme of clean and/or safe grazing is practised.</i></p>
8.5.18	<p><i>A veterinary treatment can be used as topical treatment to prevent distress in the event of illness or injury. Treatments such as dry cow therapy can only be used on individual animals where the alternative would be to cull the animal.</i></p>

8.5.19	<p>Animal treatment products involving the use of organophosphates, are permitted for controlling scab only when, prior to their use, the operator has demonstrated to the satisfaction of OF&G that a suitable alternative is not available and that other management techniques and inputs can be expected not to be effective.</p> <p>Note: Before any organophosphate based treatment is used approval must be obtained from OF&G.</p>
8.5.20	<p>(Article 77 (889/2008))</p> <p>Whenever veterinary medicinal products are used the information according to Section 6.3.16 is to be declared to OF&G before the livestock or livestock products are marketed as organically produced. Livestock treated shall be clearly identified, individually in the case of large animals; individually, or by batch, or by hive, in the case of poultry, small animals and bees.</p>
8.5.21	<p>The use of all treatments given to livestock, including herbal, homoeopathic and other veterinary treatments plus the dosage must be recorded in the Veterinary Treatments Record. This must include treatments given by a vet, see Section 6.3.</p>
8.5.22	<p><i>These records must be kept up-to-date and available for inspection at any time.</i></p>
8.5.23	<p>(Article 24 (5) (889/2008))</p> <p>The withdrawal period between the last administration of an allopathic veterinary medicinal product to an animal under normal conditions of use, and the production of organically produced foodstuffs from such animals, is to be twice the legal withdrawal period as referred to in Article 11 of Directive 2001/ 82/EC or, in a case in which this period is not specified, 48 hours.</p>
8.5.24	<p>For products not licensed for use, such as Lincospectin for digital dermatitis or Masprep for mastitis (only used in conjunction with your veterinary surgeon), please contact OF&G for information on withdrawal periods. Vaccines do not require a withdrawal period unless specified on the label. Where the legal withdrawal period is not specified or is specified as zero days, a 48 hour withdrawal period is required.</p>
8.5.25	<p>(Article 24 (4) (889/2008))</p> <p>With the exception of vaccinations, treatments for parasites and compulsory eradication schemes, where an animal or group of animals receive more than 3 courses of treatments with chemically-synthesised allopathic veterinary medicinal products or antibiotics within 12 months, or more than 1 course of treatment if their productive lifecycle is less than 1 year, the livestock concerned, or produce derived from them, may not be sold as organic products, and the livestock shall undergo the conversion periods laid down in Section 8.2 of this Manual.</p> <p><i>Note - A course of treatment shall mean all necessary measures taken to restore the animal to health following a particular disease episode.</i></p>

Pests and Diseases and Approved Veterinary Treatments

8.5.26	<p><i>The veterinary medicine products listed below are given as representative of those available and should not be considered as a definitive list.</i></p>
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Diseases and Parasites Treatable by Vaccine

8.5.27	<p><i>The use of a vaccine can be approved subject to there being a recognised risk on the holding or in the immediate area. To assess the risk, the level of occurrence of the diseases will be required for the holding and immediate area, the measures taken against them and against the transfer of these diseases to the livestock (biohazard measures) and the proposed vaccine. The need for the vaccine must be demonstrated in the Animal Health Plan.</i></p>
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Parasites – External

8.5.28	<p>Where this can be justified in the Animal Health Plan on the grounds of animal welfare, veterinary treatments, licensed for the purpose, can be used to treat the following external parasites (the materials listed are examples of those that can be used):</p> <ul style="list-style-type: none"> • Biting flies, lice, ticks, etc. – synthetic pyrethroid insecticides as a topical treatment; • Scab on sheep – Avermectins as an injection; • Blowfly strike on sheep – Cyromazine as a preventative treatment in high risk areas; • Mange in cattle and pigs, warble flies - Ivermectin as an injection; • Footrot – Zinc sulphate, Iodine, Benzalkonium chloride, footrot vaccine; • Orf – Orf vaccine, Homoeopathic remedies; • Poultry red mite – Amorphous silica for the treatment of the house.
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Parasites – Internal

8.5.29	<p>Where this can be justified in the Animal Health Plan on the grounds of animal welfare, the veterinary treatments, licensed for the purpose, can be used to treat the following internal parasites (the materials listed are examples of those that can be used):</p> <ul style="list-style-type: none"> • Lungworm (husk) – Vaccine, Homoeopathic nosode; • Intestinal worms – Apart from a permitted strategic drench of the ewes at lambing, worm control must be maintained by husbandry practices such as lower stocking rates, the use of safe and clean grazing, rotational grazing and, where possible, alternating the species grazing on an annual basis. Occasional treatments with an oral anthelmintic may be used only where these methods fail to control the problem. These include drenches in the Levamisol group, white drenches and Morantel citrate; • Fluke – where this cannot be controlled by husbandry practices such as by restricted grazing practices when land lies wet, an appropriate flukicide can be used.
8.5.30	<p>Pour-on treatments should be avoided if possible due to the concentrated nature of the chemical. The chemical families of drenches should be rotated annually to avoid resistance developing and always used in accordance with the instructions on the label. Ivermectin / avermectin drenches should not be used for this purpose due to the harmful effects on the organisms which break down the manure on the pasture. These products should be kept in reserve as a treatment for intestinal parasites that have developed a resistance to the other anthelmintics in use.</p>
8.5.31	<p>Partnership Programme - The use of organo-phosphate and organo-chlorine compounds is not permitted. The use of fluoroquinolones as a veterinary treatment is restricted to individual animals or birds and must be approved by OF&G before use. The treatment of the herd/flock is prohibited. Where treatment of the whole herd/flock is unavoidable, treatment must be given but the herd/flock must be decertified.</p>

Control of Veterinary Needles

8.5.32	<p>Personnel using veterinary needles to administer veterinary medicines should:</p> <ul style="list-style-type: none"> • Be trained and authorised by the management to carry out injections; • Comply with accepted veterinary practices and use normal aseptic techniques when administering injections; • Use injection sites agreed with the veterinary surgeon.
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8.5.33	<p><i>In the event of a needle breakage, personnel must comply with the normal breakage procedure by:</i></p> <ul style="list-style-type: none"> • <i>Immediately marking the location by clipping or ink marker;</i> • <i>Removing the needle or obtaining veterinary assistance to do so;</i> • <i>Keeping a record of any needle breakages, incidents and the corrective action taken;</i> • <i>Where the needle is not totally removed, by identifying the animal and the needle site to the abattoir.</i>
8.5.34	<p><i>Adequate provision must be made for the safe storage and disposal of used needles. If in any doubt, the advice of the veterinary surgeon should be sought.</i></p>

Storage of veterinary medicines

8.5.35	<p>(Article 35 2 (889/2008))</p> <p>In case of organic plant and livestock production units, storage of input products other than those authorised under this Regulation is prohibited in the production unit.</p>
8.5.36	<p>(Article 35 3 (889/2008))</p> <p>The storage of allopathic veterinary medicinal products and antibiotics is permitted on holdings provided that they have been prescribed by a veterinarian in connection with treatment as referred to in Section 8.1.03, that they are stored in a supervised location and that they are entered in the livestock record as referred to in Section 6.3.15.</p>

Genetically Modified Veterinary Products

8.5.37	<p>Veterinary products that have been derived from GMOs should be avoided, except where no effective alternative treatment is available and where the absence of treatment would compromise the health of the stock concerned.</p>
8.5.38	<p><i>Until such time as a positive list of non-GM veterinary products has been drawn up, operators do not need to obtain confirmation from suppliers that the products do not contain GMOs.</i></p>
8.5.39	<p><i>Partnership Programme - Veterinary and healthcare products, including conventional medicines, hormones, vaccines, bacterial products and parasiticides containing GMOs or their derivatives are prohibited.</i></p> <p><i>With approval, veterinary products that have been derived from GMOs are permitted strictly on a case-by-case basis where no effective alternative treatment is available and where the absence of treatment would compromise the health of the stock.</i></p>
8.5.40	<p><i>Partnership Programme – Where the non-GM status of a product cannot be verified, or where a known GM product must be used in the absence of an alternative product, the producer must complete the OF&G Record Sheet 9 - Restricted Practice and Material Approval Application Form, have it signed by the vet and keep it on file for the inspector to review.</i></p>

8.6 Husbandry Management Practices, Transport and Identification

Statutory Requirements and Codes of Practice

8.6.01	<p>All producers and farm staff responsible for the management of livestock must have access to, and be familiar with, the Codes of Practice specified in Section 6.1.03.</p>
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8.6.02	<p><i>The Farm and Animal Welfare Council Recommendations for the Welfare of Livestock requires a husbandry system that takes account of five basic 'needs':</i></p> <ul style="list-style-type: none"> <i>(i) Freedom from hunger and thirst - by ready access to fresh water and a diet to maintain health and vigour;</i> <i>(ii) Freedom from discomfort - by providing an appropriate environment including shelter and a comfortable resting area;</i> <i>(iii) Freedom from disease or injury - by prevention or rapid diagnosis and treatment;</i> <i>(iv) Freedom to display normal behaviour - by providing sufficient space, proper facilities and the company of animals of its own kind;</i> <i>(v) Freedom from fear - by ensuring conditions and care that avoid mental suffering.</i>
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Staff Training and Management

8.6.03	<p>Operators shall ensure that:</p> <ul style="list-style-type: none"> <i>(i) A visitors book is kept as a biohazard safety measure to record visitors to the stock, such as by professionals such as vets, who may have recently visited livestock on other holdings;</i> <i>(ii) An emergency plan has been drawn up, explaining to the emergency services or relief staff how to deal with such emergencies as fire, flood, power and water failure.</i>
8.6.04	<p><i>Operators are responsible for ensuring that:</i></p> <ul style="list-style-type: none"> <i>(i) Stock men and women have access to and understand the relevant legislation and Codes of Practice;</i> <i>(ii) A designated person must have overall responsibility for each livestock enterprise;</i> <i>(iii) All staff are fully conversant with the tasks they will be required to undertake, competent in the use of equipment needed to carry out these tasks and under the overall control of the manager;</i> <i>(iv) Sufficient, well motivated and competent staff are employed to carry out effectively all the necessary tasks throughout the year;</i> <i>(v) The staff remain well motivated and are offered opportunities to obtain formal, validated training.</i>
8.6.05	<p><i>Prior to being given responsibility for the welfare of stock, the personnel shall demonstrate an ability to:</i></p> <ul style="list-style-type: none"> <i>(i) Recognise normal behaviour and good health in animals, as opposed to those showing abnormal behaviour, fear or poor health;</i> <i>(ii) Recognise signs of common illness and/or disease;</i> <i>(iii) Recognise the times and circumstances in which animals may be particularly prone to welfare problems specific to their own units;</i> <i>(iv) Handle animals compassionately and in a humane manner, anticipate potential problems and take the necessary preventive action.</i>
8.6.06	<p><i>This knowledge shall be acquired either through relevant practical experience or by the satisfactory completion of approved courses.</i></p>
8.6.07	<p>Staff who carry out veterinary related tasks, including calving, debudding, castration and the marking of animals for identification, must be able to demonstrate competency.</p>

8.6.08	<i>In addition to legislative requirements for operations on farm animals, dehorning, where necessary, should only be carried out by a veterinary surgeon.</i>
8.6.09	<p><i>Where equipment which may affect animal welfare is being used, personnel shall:</i></p> <ul style="list-style-type: none"> <i>(i) Demonstrate an ability/qualification to operate the equipment;</i> <i>(ii) Ensure the carrying out of routine maintenance;</i> <i>(iii) Recognise common signs of malfunction;</i> <i>(iv) Have knowledge of the procedures to be followed in the event of a malfunction.</i>

Welfare of Livestock

8.6.10	<p>(Article 18 (1) (889/2008))</p> <p>Operations such as attaching elastic bands to the tails of sheep, tail-docking, cutting of teeth, trimming of beaks and dehorning shall not be carried out routinely in organic farming. However, some of these operations may be authorised by the competent authority for reasons of safety or if they are intended to improve the health, welfare or hygiene of the livestock on a case by case basis. Qualified personnel shall reduce any suffering to the animals to a minimum by applying adequate anaesthesia and/or analgesia and by carrying out the operation only at the most appropriate age.</p>
8.6.11	Such operations are authorised where they are intended to improve the health, welfare and hygiene of the stock, or for the safety of the personnel and have been justified in the Animal Health Plan. For pigs refer to Section 8.14.
8.6.12	Where livestock are reared in groups, the size of the group must depend upon their stage of development and the behavioural needs of the species concerned.
8.6.13	<p>(Article 12 (5) (889/2008))</p> <p>To prevent the use of intensive rearing methods, poultry shall either be reared until they reach a minimum age or else shall come from slow-growing poultry strains.</p> <p>Where slow-growing poultry strains are not used by the operator the following minimum age at slaughter shall be:</p> <ul style="list-style-type: none"> (a) 81 days for chickens, (b) 150 days for capons, (c) 49 days for Peking ducks, (d) 70 days for female Muscovy ducks, (e) 84 days for male Muscovy ducks, (f) 92 days for Mallard ducks, (g) 94 days for guinea fowl, (h) 140 days for male turkeys and roasting geese and (i) 100 days for female turkeys. <p>The competent authority shall define the criteria of slow-growing strains or draw up a list thereof and provide this information to operators, other Member States and the Commission.</p>
8.6.14	<i>Where slow growing strains are used, brought in from a non-organic source at 1 – 3 days of age, the age at slaughter must not be less than 71 - 73 days. There is no minimum age of slaughter for slow growing breeds of birds reared under full organic management from organic breeding stock.</i>

Handling and Transportation of Live Animals and Birds General

8.6.15	(Article 18 (3) (889/2008)) Transport of livestock must be carried out so as to limit the stress suffered by the animals in accordance with the relevant national or Community legislation in force. Loading and unloading must be carried out with caution and without the use of any type of electrical stimulation to coerce the animals. The use of any allopathic tranquilliser, prior to and during transport is prohibited.
8.6.16	If the animals will have to be fed during transit or during a holding period at a lairage, then organic feed must be provided by the responsible person.
8.6.17	(Article 76 (b) (889/2008)) Livestock and livestock products are to be identified at all stages of their production, preparation, transport and marketing.
8.6.18	Certified livestock must be kept separate from non-organic stock at all stages during transport, lairage and marketing.

Marketing Animals Through Livestock Markets

8.6.19	<i>There is no legal requirement for a livestock producer to buy or sell organic/converting animals through a livestock market registered with an organic control body. However it is preferable to use livestock markets that are registered with a control body to ensure traceability and that animals have the status claimed for them. Where possible specialised organic markets should be favoured over general non-organic markets.</i>
8.6.20	<i>Where possible, local markets should be used to minimise transport time and stress.</i>
8.6.21	The vendor must ensure that a copy of the Schedule to the Certificate and the Organic Sector Livestock Transport Document (OSLTD) accompanies each animal or group of animals with enough spare copies to allow for the splitting of groups at the market. OF&G Record Sheet 16 can be used for this purpose.
8.6.22	The purchaser must ensure that all relevant documents, including the OSLTD, identifying the vendor, the livestock, their status and records (feed and vet) are obtained from the market staff before removing the stock from the market.
8.6.23	The animals must be clean and healthy showing no signs of disease.
8.6.24	The use of sprays, dips and powders to alter the appearance of the livestock is not permitted.
8.6.25	Should an animal or group of animals be unsold it is the vendor's responsibility to remove the animals promptly from the market and return them to the holding of origin.
8.6.26	Purchased livestock must be removed promptly and transported in compliance with Sections 8.6.15 to 8.6.18.

Additional Standards for Certified Livestock Markets

8.6.27	<i>There is no legal requirement for livestock markets handling organic livestock to be certified by an organic control body. The following standards apply to those markets that voluntarily apply for certification with OF&G.</i>
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8.6.28	Livestock markets can be used to buy and sell the following types of animals: <ul style="list-style-type: none"> (i) Organic stock born on organic units for meat (stores and finished), breeding and milk; (ii) Stock 'Reared under Simultaneous Conversion' (sim-con) for meat production (stores and finished animals) or breeding; (iii) Converted Breeding Stock, not born on an organic holding but eligible to produce organic milk, progeny intended for meat production or breeding animals.
8.6.29	The market must notify OF&G at least 28 days in advance of a sale at which registered livestock are to be sold.
8.6.30	An OF&G inspector must attend at least one sale in each calendar year in addition to auditing the market's paperwork.
8.6.31	<i>The market should hold a current licence from an assurance scheme such as ABM/AMASS.</i>
8.6.32	All registered stock traded must be accompanied by a copy of the vendor's Certificate of Compliance, Schedule to the Certificate and the Organic Sector Livestock Transport Document (OSLTD).
8.6.33	The market staff must ensure that copies of the Schedule to the Certificate and the OSLTD pass from the vendor to the buyer.
8.6.34	The market must retain a copy of the vendor's Schedule to the Certificate and the OSLTD as well as the name and address of the purchaser for each animal or group of animals.
8.6.35	<i>A prepared catalogue should clearly and accurately list the registered status (organic, sim-con or converted breeding stock) of each animal or group of animals. Preferably this should be prepared in advance.</i>

Procedures

8.6.36	There must be a nominated member of staff responsible for the implementation of these standards. This person should understand the standards and be senior enough to enforce the standard within the market business.
8.6.37	All market staff involved in the sale of organic stock must have had training in the implementation of the relevant standards.
8.6.38	<i>The market should be organised to minimise the duration of time the livestock spend at the market.</i>
8.6.39	<i>The sale of livestock in the pens is preferred to sale through a ring.</i>
8.6.40	<i>The market furniture (pens, gates, barriers, etc.) should be made of impervious materials.</i>
8.6.41	The pens must be clearly marked as containing registered stock.
8.6.42	<i>The market staff and officials should take all reasonable precautions to prevent contact between registered and non-organic livestock.</i>
8.6.43	An infringement of the assurance (ABM/AMASS) standards will be considered an infringement of the OF&G Standards.

8.7 Livestock Manure

8.7.01	(Article 3 (2) (889/2008)) The total amount of livestock manure, as defined in Council Directive 91/676/EEC (8) concerning the protection of waters against pollution caused by nitrates from agricultural sources, applied on the holding may not exceed 170kg of nitrogen per year/hectare of agricultural area used. This limit shall only apply to the use of farmyard manure, dried farmyard manure and dehydrated poultry manure, composted animal excrements, including poultry manure, composted farmyard manure and liquid animal excrements.
8.7.02	(Article 15 (1) (889/2008)) The total stocking density shall be such as not to exceed the limit of 170kg of nitrogen per year and hectare of agricultural area as referred to in Section 8.7.01.
8.7.03	(Article 15 (2) (899/2008)) To determine the appropriate density of livestock referred to above, the competent authority shall set out the livestock units equivalent to the above limit, taking as a guideline, the figures laid down in 8.7.13 or the relevant national provisions adopted pursuant to Directive 91/676/EEC.
8.7.04	(Article 3(3) (889/2008)) Organic production holdings may establish written co-operation agreements exclusively with other holdings and enterprises, which comply with the provisions of these Standards, with the intention of spreading surplus manure from organic production. The maximum limit of 170kg of nitrogen from manure per year/hectare of agricultural area used shall be calculated on the basis of all of the organic production units involved in such a co-operation.
8.7.05	<i>The manures from livestock managed in accordance with these Standards must only be applied to registered organic and/or in-conversion land. Where a holding, such as a poultry unit, does not have sufficient land an arrangement can be made with another registered holding to take the surplus. Account should be taken of the Defra Codes of Good Agricultural Practice (COGAPs). OF&G Record Sheet 11 – ‘Exchange of Organic Manure Between Registered Units’ can be used to record this exchange.</i>
8.7.06	<i>The table of nitrogen inputs at Section 8.7.13 applies only to the nitrogen produced by the animals on the holding or to animal manures brought in from other holdings. It does not include nitrogen produced from legumes grown as fertility building crops or cash crops.</i>
8.7.07	<i>The permitted nitrogen application is calculated for the entire registered holding, including in-conversion and organic land, and does not limit the number of animals that can graze any one hectare. The restriction applies mainly to pig and poultry units and the following can be taken as examples:</i> <ul style="list-style-type: none"> • <i>2000 laying birds could graze 1 hectare of pasture but a minimum of 6.23 hectares would be needed on which to apply the manure produced by these birds;</i> • <i>Each sow and her two litters of 18 offspring finished on the holding will require 0.61 hectares of land for their manure to be spread on.</i>
8.7.08	<i>On grassland holdings with cattle and sheep, 2.0 livestock units per hectare will produce approximately 170kg N per ha per year.</i>
8.7.09	Storage facilities for livestock manure and slurry must be of a capacity to preclude the pollution of water by direct discharge, or by run-off and infiltration of the soil.

8.7.10	The capacity of such storage facilities for livestock manure and slurry must exceed the storage capacity required for the longest period of the year in which any application to the land is either inappropriate (in accordance with the relevant COGAP) or when such application is prohibited.				
8.7.11	The UK COGAPs require that a slurry store has sufficient capacity for 4 months production. Slurry based systems with insufficient capacity must be modified to meet this requirement. For a holding entering conversion, this must be done before the land completes its 24 month conversion.				
8.7.12	<i>Where a registered unit or holding is not available in the locality, surplus manure can be stockpiled and composted for a period not exceeding 12 months or dried to reduce the volume, whilst a suitable holding is found. Storage and handling must comply with the requirements of Section 7.13 of this Manual.</i>				
8.7.13	Stock	Age Range or average age	Litres of milk	Kg N per animal	No animals = to 170Kg N
	Dairy Cattle				
	Dairy cow		>9000	115	1.5
	Dairy cow		6000-9000	101	1.7
	Dairy cow		<6000	61	2.8
	Stock	Age Range or average age	Body Weight kg	A Kg N per animal	No animals = to 170Kg N
	Dairy Heifer replacement	0 – 3 months		1.4	121
	Dairy Heifer replacement	3 - < 13 months		29	5.9
	Dairy Heifer replacement	13 months to first calf		61	2.8
	Dairy Beef	0 – 3 months		1.4	121
	Dairy Beef	3 - < 13 months		28	6.1
	Dairy Beef	13 – 24 months		50	3.4
	Dairy Beef	+2 yrs	500	50	3.4
	Beef Cattle				
	Beef suckler cow	+2 years	<500	61	2.8
	Beef suckler cow	+2 years	>500	83	2.0
	Beef replacement	0 - 3 months		1.4	121
	Beef replacement	3 - 13 months		28	6.1
	Beef replacement	13 – 24 months		50	3.4
	Grower fattener	0 - 3 months	100	1.4	121
	Grower fattener	3 - 13 months	180	28	6.1
	Grower fattener	13 - 24 months	400	50	3.4
	Grower fattener	+2 years	500	50	3.4
	Bulls (non-breeding)	>3 months		54	3.1
Bulls (breeding)	3 – 24 months		50	3.4	
Bulls (breeding)	+2 years		48	3.5	

8.7.13 cont.	Stock	Age Range or average age	Body Weight kg	A Kg N per animal	No animals = to 170Kg N
	Sheep				
	Adult ewes		<60	7.6	22
	Adult ewes		>60	11.9	14
	Lambs	0 - 6 months	4-40	N/A	
	Lambs	6 - 9 months		N/A	
	Lambs – fattener	9 months +	30-50	0.7	242
	Rams (breeding)			9	18
	Pigs				
	Maiden gilts		66+	11.1	15
	Boars		150+	17.5	9
	Sow and litter – 2.3 lactations	Up to 7 piglets	130-225	18	9
	Weaners	3 - 7.5 weeks	7-13	1	170
	Growers	7.5 - 11 weeks	13-31	4.2	40
	Light cutters	11 - 20 weeks	31-66	7.7	22
	Baconers	11 - 23 weeks	66+	10.6	16
	Poultry				
	Laying hen		2.2	0.53	320
	Pullet per crop	17 weeks	1.6	0.21	809
	Broilers per crop	73 days	2.2	0.077	2207
	Turkey male/crop	140 days	13.5	0.51	333
	Turkey female/crop	120 days	6.5	0.34	500
	Duck/crop	50 days	3.4	0.12	1416
	Geese			0.65	261
	Guinea Fowl			0.65	261
	Other Livestock				
	Deer hinds (breeding)			15.2	11
	Deer calves and finishers			12	14
	Adult goats	+6 months		15	11
	Kids	0 - 6 months	4-40	1.2	141
	Llama/Alpaca			11	15
	Rabbit – breeding			1.7	100
	Horse			21	8
	Water Buffalo - adult	+ 2 years	<500	61	2.8
	Water Buffalo - adult	+ 2 years	> 500	83	2.0
	Water Buffalo - calves	0 - 6 months		13.5	12.5

8.7.14	<i>Where a particular class of stock are of a different body weight or occupancy to that shown, the values in the table above should be adjusted accordingly.</i>
8.7.15	<i>Where the stocking rates for ruminants exceed 1.8 LSUs per hectare or where pigs and poultry are kept, a nitrogen budget must be completed to check if the system is compliant with Section 8.7.01. OF&G Record Sheet 22 should (or equivalent) be used for this purpose.</i>
8.7.16	<i>The importing, storage and application of manures, whether organic or non-organic, must comply with the requirements of Section 7.13 of this Manual.</i>

8.8 Free Range Areas and Livestock Housing

8.8.01	Free-range, open-air exercise areas, or open-air runs, must, if necessary, provide sufficient protection against rain, wind, sun and extreme temperatures, depending on the local weather conditions and the breed concerned.
8.8.02	(Article 14 (2) (889/2008)) Subject to the provisions in Section 8.5.09, all mammals must have access to pasturage or an open-air exercise area or an open-air run which may be partially covered and they must be able to use these areas whenever the physiological condition of the animal, the weather conditions and the state of the ground permit, unless there are Community or national requirements relating to specific animal health problems that prevent this. Herbivores must have access to pasturage whenever the above conditions allow.
8.8.03	The outdoor stocking density of livestock must be low enough to prevent poaching of the soil and over-grazing of vegetation.
8.8.04	(Article 14 (3) (889/2008)) In cases where herbivores have access to pasturage during the grazing period and where the winter-housing system gives freedom of movement to the animals, the obligation to provide open-air exercise areas or open-air runs during the winter months may be waived.
8.8.05	(Article 14 (4) (889/2008)) Notwithstanding the last sentence of Section 8.8.02, bulls over 1 year old must have access to pasturage or an open-air exercise area or an open-air run.
8.8.06	(Article 46 (889/2008)) The final fattening phase of adult bovines for meat production may take place indoors, provided that this indoors period does not exceed one fifth of their lifetime and in any case for a maximum period of 3 months.
8.8.07	When animals are outdoors, they shall be inspected at least daily for signs of any abnormalities, shortage of food or water or any circumstances that may cause injury, disease or distress.
8.8.08	<i>Care should be taken to allow stock to travel to and from the pasture at their own speed. Tracks and roadways should not consist of materials liable to cause injury.</i>
8.8.09	Animals outwintered in extreme conditions must be offered supplementary feed.

Livestock Housing

8.8.10	(Article 10 (1) (889/2008)) Insulation, heating and ventilation of the building shall ensure that air circulation, dust level, temperature, relative air humidity and gas concentration, are kept within limits which are not harmful to the animals. The building shall permit plentiful natural ventilation and light to enter.
8.8.11	(Article 10 (2) (889/2008)) Housing for livestock shall not be mandatory in areas with appropriate climatic conditions to enable animals to live outdoors.
8.8.12	(Article 10 (3) (889/2008)) The stocking density in buildings should provide for the comfort and well-being of the animals which, in particular, shall depend on the species, the breed and the age of the animals. It shall also take account of the behavioural needs of the animals, which depend in particular on the size of the group and the sex of the animals. The optimum density will seek to ensure the welfare of the animals by providing them with sufficient space to stand naturally, lie down easily, turn round, groom themselves, assume all natural postures and make all natural movements such as stretching and wing flapping.
8.8.13	(Article 23 (4) (889/2008)) Housing, pens, equipment and utensils shall be properly cleaned and disinfected to prevent cross-infection and the build-up of disease carrying organisms. Faeces, urine and uneaten or spilt feed shall be removed as often as necessary to minimize smell and to avoid attracting insects or rodents. For the purpose of Section 8.1.03 (f), only products listed in Section 8.8.16 may be used for cleaning and disinfection of livestock buildings installations and utensils. Rodenticides (to be used only in traps), and the products listed in Section 7.12, can be used for the elimination of insects and other pests in buildings and other installations where livestock are kept.
8.8.14	<i>All lights should, as far as practicable, have protective coverings to prevent breakage and the lighting levels should be sufficient to allow staff to carry out all necessary operations. The lighting at eye level should be not less than 100 lux (sufficient for a person of normal eyesight to read standard newsprint).</i>
8.8.15	Farm buildings, yards, tracks and gateways, etc. must be maintained in a neat and tidy manner to ensure the safety of farm personnel, visitors, members of the public and livestock.

Cleaning, Disinfecting and Pest Control Materials

8.8.16	The following products are authorised: (i) (Annex VII (889/2008)) For cleaning and disinfecting of livestock buildings and installations (e.g. equipment and utensils): Potassium and sodium soap; Water and steam; Lime; Milk of lime; Quicklime (Calcium oxide); Sodium hypochlorite (e.g. as liquid bleach); Caustic soda; Caustic potash; Hydrogen peroxide; Natural essences of plants; Citric, peracetic acid, formic, lactic, oxalic and acetic acid;
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8.8.16 cont.	<p>Nitric acid (dairy equipment); Phosphoric acid (dairy equipment); Formaldehyde; Cleaning and disinfection products for teats and milking facilities; Sodium carbonate; Alcohol.</p> <p>(ii) For pest and disease control in livestock buildings and installations: Products listed in Section 7.12; Rodenticides (only in traps).</p>
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Housing for Mammals

8.8.17	<p>(Article 11 (1) (889/2008))</p> <p>Livestock housing shall have smooth, but not slippery floors. At least half of the indoor surface area as specified in Section 8.8.25 shall be solid, that is, not of slatted or of grid construction.</p>
8.8.18	<p>The housing, milking parlour, collection and dispersal areas must be of a suitable design and construction to ensure the safety of the animals. To avoid stress or injury to the animals, all surfaces must be smooth, undamaged and adequately drained and the construction must avoid dark corners, sharp turns, uneven floors and steps, excessively steep ramps and sharp edges.</p>
8.8.19	<p>The doors, floors and wall surfaces of milking parlours and dairies must be non-porous, sound and capable of being disinfected with ease, and suitable for the purpose. Ceilings, trusses and roof linings should be maintained to minimise the accumulation of dirt and dust and conditions favourable for vermin.</p>
8.8.20	<p>(Article 11 (2) (889/2008))</p> <p>The housing shall be provided with a comfortable, clean and dry laying/rest area of sufficient size, consisting of a solid construction, which is not slatted. Ample dry bedding strewn with litter material shall be provided in the rest area. The litter shall comprise straw or other suitable natural material. The litter may be improved and enriched with any mineral product listed in Section 7.16.02.</p>
8.8.21	<p>All stock must have adequate bedding to lie on. This can include straw from non-organic agriculture if none is produced on the holding, bracken, wood shavings and sawdust from untreated wood, paper waste and sand. Peat is not permitted.</p>
8.8.22	<p>(Article 11 (3) (889/2008))</p> <p>Notwithstanding Article 3(3) of Council Directive 91/629/EC9 the housing of calves in individual boxes shall be forbidden after the age of 1 week.</p>
8.8.23	<p>Young calves can be penned individually for more than 7 days provided that the pens are separated by rails such that the animals can see and have contact with each other. Calves must be moved into groups as soon as possible.</p>
8.8.24	<p>(Article 11 (4/5/6) (889/2008))</p> <p>As regards the rearing of pigs, all holdings must comply with Council Directive 91/630/EEC laying down minimum standards for the protection of pigs. However, sows must be kept in groups, except in the last stages of pregnancy and during the suckling period. Piglets may not be kept on flat decks or in piglet cages. Exercise areas must permit dunging and rooting by the animals. For the purposes of rooting different substrates can be used. Farrowing crates are not permitted.</p>

Minimum Housing Areas for Mammals

8.8.25	(Article 10 (4) (889/2008)) The minimum surface areas for indoor housing and outdoor exercise areas, and other characteristics of housing for different species and categories of animals, are laid down below (Annex III):			
	Animal	Indoors Area (net area available to animals)		Outdoors Area (exercise area, excluding pasturage)
		Live weight minimum (kg)	M ² /head	M ² /head
	Breeding and fattening cattle and horses:	up to 100 up to 200 up to 350 over 350	1.5 2.5 4.0 5 with a minimum of 1 m ² /100kg	1.1 1.9 3.0 3.7 with a minimum of 0.75 m ² /100kg
	Dairy cows:		6.0	4.5
	Bulls:		10	30
	Sheep and goats:		1.5 sheep/goat 0.35 lamb/kid	2.5 2.5 with 0.5 per lamb/kid
	Farrowing sows with piglets up to 40 days:		7.5 sow	2.5
	Fattening pigs	up to 50 up to 85 up to 110	0.8 1.1 1.3	0.6 0.8 1.0
	Piglets	over 40 days and up to 30 kg	0.6	0.4
	Breeding pigs		2.5 female 6.0 male	1.9 8.0

Poultry

8.8.26	(Article 12 (1) (889/2008)) Poultry shall not be kept in cages.
8.8.27	(Article 12 (2) (889/2008)) Water fowl shall have access to a stream, pond, lake or a pool whenever the weather and hygienic conditions permit in order to respect their species specific needs and animal welfare requirements.
8.8.28	(Article 14 (5) (889/2008)) Poultry shall have access to an open air area for at least one third of their life.

8.8.29	(Article 14 (6) (889/2008)) Open air areas for poultry shall be mainly covered with vegetation and be provided with protective facilities and permit fowl to have easy access to adequate numbers of drinking and feeding troughs.
8.8.30	(Article 14 (7) (889/2008)) Where poultry are kept indoors due to restrictions or obligations imposed on the basis of Community legislation, they shall permanently have access to sufficient quantities of roughage and suitable material in order to meet their ethological needs.
8.8.31	<i>Poultry may be kept indoors when instructed to for veterinary reasons e.g. Bird Flu. Whilst indoors they must be provided with roughage and suitable materials at all times.</i>
8.8.32	(Article 23 (5) (889/2008)) Buildings shall be emptied of livestock between each batch of poultry reared. The buildings and fittings shall be cleaned and disinfected during this time. In addition, when the rearing of each batch of poultry has been completed, runs shall be left empty for at least two months to allow vegetation to grow back. In the case of poultry for meat production, this period shall not be less than two months per year. The operator shall keep documentary evidence of the application of this period. These requirements shall not apply where poultry is not reared in batches, is not kept in runs and is free to roam, throughout the day.
8.8.33	<i>Each static house should have a concrete apron or area of hardcore around it to reduce the problems of poor drainage and damp litter.</i>
8.8.34	The pasture must be managed such that the birds: <ul style="list-style-type: none"> (i) Have access to shelter at all times and are protected from predators such as foxes and dogs by means of suitable fencing; (ii) Have shaded or sheltered areas provided on the range to give the birds conditions similar to their native habitat, encourage foraging and to provide shelter from aerial threats and extreme weather conditions. These can be natural (trees, shrubs or cover crops) or artificial (screens and trailers) and should be sited 30 to 50 metres from the house and provide a minimum area of overhead shade of 4m² per 1000 birds.
8.8.35	<i>A rotation shall be practised to ensure good pasture and disease management. The division of paddocks for rotational grazing, so that new flocks are introduced on to land that has not had birds on it for at least 2 months will be acceptable.</i>
8.8.36	<i>The EU Regulation on organic farming requires at least 4m² per laying bird. However, it is important to note that where you are a member of another organisation such as Freedom Foods, British Free Range Egg Producers Association or the OF&G Partnership Programme the stocking densities may be lower.</i>
8.8.37	<i>Flocks of table birds can be alternated between two halves of a split paddock provided that the total area meets the requirements of the table in Section 8.8.42.</i>
8.8.38	<i>To limit the problems with rodents and contamination of the feed by wild birds, the feed and drinking troughs can be in the houses provided that the birds always have easy access to them.</i>

Housing for Poultry

8.8.39	<p>Article 12 (3) (889/2008))</p> <p>Buildings for all poultry shall meet the following conditions:</p> <ul style="list-style-type: none"> (a) At least one third of the floor area shall be solid, that is, not of slatted or of grid construction, and covered with a litter material such as straw, wood shavings, sand or turf; (b) In poultry houses for laying hens, a sufficiently large part of the floor area available to the hens shall be available for the collection of bird droppings; (c) They shall have perches of a size and number commensurate with the size of the group and of the birds as laid down in 8.8.42. (d) They shall have exit/entry pop-holes of a size adequate for the birds, and these pop-holes shall have a combined length of at least 4m per 100m² area of the house available to the birds; (e) Each poultry house shall not contain more than: <ul style="list-style-type: none"> (i) 4800 chickens; (ii) 3000 laying hens; (iii) 5200 guinea fowl; (iv) 4000 female Muscovy or Peking ducks or 3200 male Muscovy or Peking ducks or other ducks; (v) 2500 capons, geese or turkeys. (f) The total usable area of poultry houses for meat production on any single unit, shall not exceed 1600m²; (g) Poultry houses shall be constructed in a manner allowing all birds easy access to open air area; (h) Poultry houses must be structures with their own dedicated grazing, air space, ventilation, feed and water.
8.8.40	<p><i>For a unit with static houses with up to 10 table birds per square metre, no more than 16,000 birds can be present at any time. Where the houses are mobile, no more than 25,600 birds can be present at any time (see Section 8.8.39 (f)).</i></p>
8.8.41	<p>(Article 12 (4) (889/2008))</p> <p>Natural light may be supplemented by artificial means to provide a maximum of 16 hours light per day with a continuous nocturnal rest period without artificial light of at least 8 hours.</p>

Housing and Range Stocking Densities

8.8.42	(Annex III (2) (889/2008)) The minimum surface areas for indoor housing and outdoor exercise areas, and other characteristics of housing for different species and categories of animals, are laid down below:			
	Birds	Indoors area net area available to animals – <i>calculated using the internal dimensions of the house.</i>		Outdoors area m ² of area available in rotation/head
		No. animals/m ²	Cm perch /animal	Nest
	Laying hens	6	18	7 laying hens per nest or in case of common nest 120cm ² per bird
	Fattening poultry in fixed housing	10 with a maximum of 21kg liveweight/m ²	20 (for guinea fowl only)	Broilers and guinea fowl - 4 m ² /bird (2,500 birds/ha) Ducks - 4.5 m ² /bird (2,222 birds/ha) Turkeys - 10 m ² /bird (1000 birds/ha) Geese -15 m ² /bird (666 birds/ha) In all the species mentioned above the limit of 170kg of N/ha/year is not exceeded.
	Fattening poultry in mobile housing	16* in mobile poultry houses with a maximum of 30kg liveweight/m ²		Broilers and guinea fowl - 2.5 m ² /bird (4,000 birds/ha) Provided that the limit of 170kg of N/ha/year is not exceeded.
	(*) Only in the case of mobile housing not exceeding 150m ² floor space.			

Wild Birds

8.8.43	<i>Wild birds such as pheasants can be non-organically reared on registered holdings but must not be marketed as organic birds. The feed must not contain genetically modified plant products.</i>
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8.9 Partnership Programme – Additional Standards for Poultry Production

Origin of stock

8.9.01	<i>Producers must use organic poultry including organically reared pullets (reared organically from day old) and organic chicks (from organic parent flocks) where possible. This applies to all categories of poultry; chickens, geese, ducks, turkeys and guinea fowl.</i>
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8.9.02	<i>Where organic poultry are not available and it is the intention to bring-in non-organic poultry, approval must be obtained from OF&G prior to the birds being brought-in. Record Sheet 21A – ‘ Non-organic Poultry Approval Application Form’ must be completed and sent to OF&G for approval.</i>
8.9.03	<i>Producers seeking approval for non-organic poultry will be required to provide the following information on OF&G Record Sheet 21A:</i> <i>(i) The organisations/registered producers contacted to locate organic birds;</i> <i>(ii) Detailed justification explaining why non-organic birds are required.</i>
8.9.04	<i>Soil Association Certification Limited (SACL) will not usually accept poultry or eggs from beak tipped flocks. Case by case applications may be made to the SACL Certification Committee if it is felt there are grounds for granting an exceptional permission.</i>

General Requirements

8.9.05	<i>Poultry operations must be an integral part of the whole farm organic system or, failing that, of co-operating organic farms in the area, in terms of manure and rotational management and, where possible, also feed.</i>
8.9.06	<i>Poultry must have continuous and easy access to free range except in adverse weather conditions. Laying birds must have access for the remainder of their life following the first 12 weeks. Birds intended for meat production must have access to pasture for two thirds of their life.</i>
8.9.07	<i>As a means of assessing the health and welfare of flocks and in addition to the records kept of veterinary treatments required in Section 6 of this Manual, records must be kept of mortalities and cause of death, morbidity, hock damage and reject percentages and cause of rejection. Additional management requirements may be imposed where health and welfare fall short of expected levels.</i>
8.9.08	<i>Poultry must be checked at least 3 times daily by a suitably trained/experienced stock person.</i>
8.9.09	<i>The following practices are not permitted:</i> <i>(i) The clipping of primary flight feathers;</i> <i>(ii) Beak clipping and tipping, caponisation and other mutilations;</i> <i>(iii) Brought-in poultry from non-organic origin whose beaks have been clipped or tipped.</i>

Pasture Management

8.9.10	<i>To enhance the health of the birds the following are recommended as best practice:</i> <i>(i) The pasture should include a wide range of species and be based on fescues and other short grasses which tend to tillering;</i> <i>(ii) Multi-species grazing, particularly using sheep for pasture management;</i> <i>(iii) Natural dusting areas;</i> <i>(iv) Access to woodland;</i> <i>(v) Outside drinkers.</i>
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8.9.11	<i>The land to which poultry have access must be well covered with suitable and properly managed vegetation. This must contain at least 75% pasture cover. Where less than 75% cover exists you must implement the following:</i>					
	<i>(i) Introduce harder wearing grasses or cover crops;</i>					
	<i>(ii) Use of wood chip or hardcore around the perimeter of the house or;</i>					
	<i>(iii) A concrete apron around the perimeter of the house;</i>					
	<i>(iv) Any other appropriate measures.</i>					
8.9.12	<i>For health reasons and to maintain vegetation cover, the pasture must be rested between flocks:</i>					
	<i>(i) In the case of laying birds a period of 9 months must elapse between the depletion of one flock and the introduction of the next;</i>					
	<i>(ii) In the case of table birds, at least 2 months per year and in addition, 1 complete year in every 3 (2 years on followed by 1 year off). Where the land is stocked for less than one third of the year the requirement to rest the land for 1 year in 3 shall not apply.</i>					
8.9.13	<i>These requirements do not apply to small flocks, typically of less than 50 birds, which are not kept in runs and are free to roam throughout the day.</i>					
8.9.14	<i>The water to which the waterfowl have access must be well maintained and not be allowed to become stagnant or contaminated with decaying vegetation, pollution or other disease risks. A management plan, which addresses the prevention of disease must be established and submitted. As a minimum, the depth must permit the birds to dip their heads into it.</i>					
8.9.15	<i>The maximum outdoor stocking rates for poultry must not exceed (birds/hectare):</i>					
	<i>Laying birds</i>	<i>Broilers</i>	<i>Turkeys</i>	<i>Ducks</i>	<i>Geese</i>	<i>Guinea Fowl</i>
	<i>1000</i>	<i>2500</i>	<i>800</i>	<i>2000</i>	<i>600</i>	<i>2500</i>

Housing

8.9.16	<i>To enhance the health and well-being of the birds the following are recommended as best practice:</i>
	<i>(i) The use of mobile houses;</i>
	<i>(ii) Organic straw, preferably chopped, as litter material;</i>
	<i>(iii) Pop-holes on both sides of the house to enable the windward holes to be closed in bad weather.</i>
8.9.17	<i>Where the house accommodates more than 100 birds, the number and distribution of feeders, drinkers and/or the provision of partitions etc., must be sufficient to allow the development of social groups within the house.</i>
8.9.18	<i>The litter may include non-organic untreated straw, preferably chopped, and shavings or bark from non-treated timber. Paper based litter is not permitted.</i>
8.9.19	<i>The litter must be replenished regularly and kept in a dry and friable condition suitable for scratching and dust bathing.</i>
8.9.20	<i>Artificial lighting may be used to prolong the day length up to a total of 16 hours and the day must end with a dusk.</i>

8.9.21	<i>Between batches of poultry, houses must be emptied of birds, cleaned and disinfected, preferably with steam, blowtorch or lime, depending on the construction of the house. Houses must be left empty for a sufficient time to break pest cycles.</i>
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Flock Sizes

8.9.22	<i>The normal indoor stocking rates for poultry should not exceed (birds/house):</i>					
	<i>Laying birds</i>	<i>Broilers</i>	<i>Turkeys</i>	<i>Ducks</i>	<i>Geese</i>	<i>Guinea Fowl</i>
	<i>500</i>	<i>500</i>	<i>250</i>	<i>500</i>	<i>250</i>	<i>500</i>
8.9.23	<i>With our approval and where it can be verified that the requirements specified in Section 8.9.24 are in place the number of birds in the house may be increased to:</i>					
	<i>Layers</i>	<i>Broilers</i>	<i>Turkeys</i>	<i>Ducks</i>	<i>Geese</i>	<i>Guinea Fowl</i>
	<i>2000</i>	<i>1000</i>	<i>1000</i>	<i>1000</i>	<i>1000</i>	<i>1000</i>
8.9.24	<i>Laying birds</i>	<i>Broilers</i>	<i>Turkeys</i>	<i>Ducks</i>	<i>Geese</i>	<i>Guinea Fowl</i>
	<i>100m (3.15ha)</i>	<i>50m (0.79ha)</i>	<i>50m (0.79 ha)</i>	<i>50m (0.79 ha)</i>	<i>100m (3.15ha)</i>	<i>100m (3.15ha)</i>
	<p>(i) <i>The maximum outside stocking density must not exceed the levels specified in Section 8.9.15;</i></p> <p>(ii) <i>The areas set aside for rotation or resting between flocks, as specified in Section 8.9.12 must be excluded from the calculation;</i></p> <p>(iii) <i>Areas taken up by the house, access roads, concrete aprons etc. must be excluded from the calculation;</i></p> <p>(iv) <i>A management plan, effectively implemented, that ensures high levels of bird health and welfare, good environmental conditions inside the house and out on the range;</i></p> <p>(v) <i>The operator can demonstrate that they are checking and taking appropriate actions to address the occurrence of:</i></p> <ul style="list-style-type: none"> • <i>Beak tipping above 10% in any one house;</i> • <i>Clipping of flight feathers;</i> • <i>Skin lesions;</i> • <i>Poor comb colour;</i> • <i>Respiratory problems;</i> • <i>Feather loss/pecking;</i> • <i>High mortality, above 10% for the life of the flock.</i> 					
8.9.25	<i>Example - For a static house with layers in the middle of a field, the 100m ranging distance gives a maximum grazing area of 3.15ha (say 3ha after removing the areas of the house and roads, etc.). With one half resting each year, there is 1.5ha available for grazing. With a maximum stocking density of 1000 birds/ha, the flock size is therefore limited to 1500 birds. If the house is against a boundary with pasture adjacent to only one side, the available area is halved and the maximum flock size is only 750 birds.</i>					

Indoor Stocking Densities and House Specifications

8.9.26	<i>The following shall apply to indoor housing:</i>						
		<i>Laying Birds</i>	<i>Broilers</i>	<i>Turkeys</i>	<i>Ducks</i>	<i>Geese</i>	<i>Guinea Fowl</i>
	<i>Maximum stocking rates in fixed housing (birds/m² and kg/sq m)</i>	6	10 21	2	10 21	2 21	10 21
	<i>OR Maximum stocking rates in mobile housing (birds/m² and kg/sq m) See note 1.</i>	6	16 30	3	16 30	3	16 30
	<i>Minimum aerial perch space (cm/bird)</i>	18		40			20
	<i>Individual nest boxes (birds/nest)</i>	6					
	<i>Or communal nest boxes (cm²/bird)</i>	120					
	<i>Maximum slatted floor area (% total area) See Note 2</i>	50	50	50	50	50	50
<i>Minimum exit/entry pop holes (m length per 100m² floor area)</i>	4	4	4	4	4	4	
8.9.27	<p><i>Note 1 – Applies only in mobile houses not exceeding 150m² floor space. (Applies only to the number of birds, not the 30kg liveweight/m²)</i></p> <p><i>Note 2 – Where the house design incorporates a solid floor in one identified area, then the ratio of solid floor to slats may be reduced to one third solid floor, two thirds slats.</i></p>						

Feeding

8.9.28	<i>Poultry must have access to feed and water at all times during daylight hours, except just prior to transport and/or slaughter, when feed may be withheld for a limited period.</i>
8.9.29	<i>All poultry must have access to insoluble grit.</i>
8.9.30	<i>When feeding the birds organic, in-conversion and/or non-organic feeds, the requirements of Section 8.4.26 must be observed.</i>

Age at Slaughter

8.9.31	<i>The minimum age at slaughter, except where traditional slow growing strains are used must be those specified in Section 8.6.13.</i>
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Veterinary Treatments

8.9.32	<i>The use of Fluoroquinolone as a veterinary treatment is restricted to individual birds and must be approved by OF&G before use. The treatment of the flock is prohibited. Where treatment of the whole flock is unavoidable, treatment must be given, but the flock must be decertified.</i>
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8.10 Partnership Programme - Poultry Breeding Flock and Hatchery Standards

8.10.01	<i>Healthy breeding flocks must be developed and maintained through the birds' ability to resist infections, positive management practices, breed type and encouraging the development of natural immunity are critical in controlling disease in the offspring.</i>
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8.10.02	<i>Hygiene, minimising stress, extensive systems and rotation of pasture are all fundamental components that optimise bird health and welfare.</i>
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Breeds and Origin of Stock

8.10.03	<p><i>The following are recommended as best practice:</i></p> <ul style="list-style-type: none"> <i>(i) Organic management throughout the breeding chain;</i> <i>(ii) Closed flocks with breeding and rearing on the same farm;</i> <i>(iii) Traditional strains;</i> <i>(iv) Where a breeding flock is being set up, the breeding stock should be acquired as day old chicks to minimise disease introduction from other farms.</i>
8.10.04	<p><i>Bird types used must be suitable for organic free-range production and produce chicks which are hardy and, in the case of table birds, slow growing. A breed will be classified as slow growing where it has an average daily weight gain of no more than 35g and not exceeding 60g/day at the steepest point of the growth curve in the case of broilers and 105g in the case of male turkeys and 75g in the case of female turkeys (measured on the farm).</i></p> <p><i>NB. The average daily weight gain figures will be those from published data for the strain, grown under optimum conditions.</i></p>
8.10.05	<i>Where birds are suffering from problems associated with their breed type, for instance higher gait scores or heart problems, OF&G may recommend or require a change of breed.</i>

General Management and Welfare

8.10.06	<i>The aim of management of organic breeding stock is to allow birds to exhibit all their natural behaviours whilst providing for their physiological needs and avoiding stress from crowding, discomfort or unnecessary changes in environment and management during their life, in order to provide sustainable and healthy progeny.</i>
8.10.07	<p><i>The following are recommended as best practice:</i></p> <ul style="list-style-type: none"> <i>(i) In order to avoid any disease outbreak affecting a significant proportion of the required national production, it would be preferable to have no more than 1000 breeding birds per holding;</i> <i>(ii) Litter/bedding provided in the house should be cleaned out/replenished on a regular basis to maintain clean friable litter and avoid disease build up;</i> <i>(iii) Introducing chicks to fresh greens or turf from day one.</i>
8.10.08	<i>Breeding flocks must have access to free range pasture by 12 weeks old. Young chicks/breeding birds should be given access to pasture as soon as they are fit to withstand the prevailing weather conditions.</i>
8.10.09	<i>All poultry must have access to feed throughout the day. If male and female breeding birds have differing nutrient requirements then different ration types may be provided for each.</i>
8.10.10	<i>Where batches are moved between housing systems every effort should be made to ensure both systems are similar and stress is minimised.</i>
8.10.11	<i>Litter must be kept clean, dry and friable.</i>

8.10.12	<i>De-spurring, beak trimming and other mutilations are prohibited.</i>
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Pasture and Range

8.10.13	<i>Pasture must be rested from poultry for at least 9 months between each batch to allow vegetation to grow back, for health reasons and to enable built-up fertility to be utilised.</i>								
8.10.14	<i>In addition pasture must also be rotated during the period of the flock.</i>								
8.10.15	<i>This requirement shall not apply to small numbers of poultry that are free to roam throughout the day. Small numbers means up to about 50 birds, but the exact number will depend on the system to be agreed with OF&G.</i>								
8.10.16	<p><i>Maximum outdoor stocking rates for the breeding birds must not exceed:</i></p> <table> <tr> <td><i>Chickens</i></td> <td><i>1000 birds/ha</i></td> </tr> <tr> <td><i>Turkeys</i></td> <td><i>800 birds/ha</i></td> </tr> <tr> <td><i>Ducks</i></td> <td><i>1000 birds/ha</i></td> </tr> <tr> <td><i>Geese</i></td> <td><i>100 birds/ha</i></td> </tr> </table>	<i>Chickens</i>	<i>1000 birds/ha</i>	<i>Turkeys</i>	<i>800 birds/ha</i>	<i>Ducks</i>	<i>1000 birds/ha</i>	<i>Geese</i>	<i>100 birds/ha</i>
<i>Chickens</i>	<i>1000 birds/ha</i>								
<i>Turkeys</i>	<i>800 birds/ha</i>								
<i>Ducks</i>	<i>1000 birds/ha</i>								
<i>Geese</i>	<i>100 birds/ha</i>								
8.10.17	<p><i>The following are recommended as best practice:</i></p> <ul style="list-style-type: none"> <i>(i) Colony sizes of less than 100 birds;</i> <i>(ii) It should be possible to move poultry houses onto fresh ground during a cycle of birds;</i> <i>(iii) Where more than one breeding colony is kept on a holding poultry houses and runs should be separate and not adjacent to each other to minimise disease transfer between flocks.</i> 								
8.10.18	<i>Houses for breeding birds must be moved between batches to prevent disease build up and infection risk from pasture. This requirement shall not apply to small numbers of poultry (less than 50 birds) that are free to roam throughout the day.</i>								
8.10.19	<i>Colony size must not exceed 500 birds per house.</i>								
8.10.20	<i>Breeding poultry housing requirements shall comply with the requirements set out in Section 8.9.22 (the 'broilers' column does not apply).</i>								

Health and Veterinary Management

8.10.21	<p><i>Each producer must produce a detailed health management plan that identifies current and potential disease risks on the unit and how these will be avoided through management.</i></p> <p><i>The plan must also justify any treatments/vaccinations that will be used. The plan must be reviewed on an annual basis, and where disease problems are identified, management strategies must be detailed to overcome these and reduce the need for further treatment. It is recommended that this be drawn up in conjunction with a vet. The plan must also address bio-security issues and range management and enrichment.</i></p>
8.10.22	<i>Breeding flocks and hatcheries must be registered with Defra under the Poultry Breeding Flocks and Hatcheries Act where it is required.</i>

Hatchery

Origin of Stock

8.10.23	<i>Hatcheries should be dedicated to organic production and should not hatch organic and non-organic eggs in the same unit.</i>
8.10.24	<i>For chicks or pullets to be sold as organic, eggs for hatching must be sourced from an organic breeding flock.</i>
8.10.25	<i>Eggs must be made identifiable to the farm and colony from which they were produced, before entering the hatchery. Eggs can be individually marked or be in identifiable trays.</i>
8.10.26	<i>Non-dedicated hatcheries may only operate for a transitional period as agreed in the management plan. Non-dedicated hatcheries must demonstrate adequate operational, financial and physical separation.</i>

Staff and Equipment

8.10.27	<i>The site must have written procedures in place in the event of any disruption to services. The emergency plan must ensure that chick welfare is not compromised. The site must have a management plan in place detailing the workings of the hatchery.</i>
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Hatching and Chick Handling

8.10.28	<i>Chicks must only be removed from the hatchery when they are dry enough to maintain body temperature.</i>
8.10.29	<i>Trays of newly hatched chicks must be examined on removal from the hatchery, chicks should be separated from hatching debris and any sick, deformed or injured chicks must be destroyed humanely.</i>
8.10.30	<i>Systems must be designed to keep unnecessary handling of chicks to a minimum when handled, care must be taken not to injure or otherwise compromise their well-being.</i>
8.10.31	<i>The automatic separation and sorting of chicks is prohibited.</i>

Transportation

8.10.32	<i>It is recommended that:</i> <ul style="list-style-type: none"> <i>(i) Lighting levels be reduced during holding and transport to lower chick activity;</i> <i>(ii) The chicks should be transported at a temperature of 24 degrees centigrade with a variation of no more than plus or minus 3 degrees centigrade.</i>
8.10.33	<i>Any holding facilities used prior to, or during, transport must also ensure that the thermal comfort of the chicks is not compromised.</i>
8.10.34	<i>Transport boxes must provide a minimum of 21cm²/chick, and the height must allow the chick to assume a normal posture.</i>
8.10.35	<i>The design of transport boxes must ensure that there is adequate ventilation without compromising the thermal comfort of the chicks.</i>
8.10.36	<i>Chicks must be delivered to the rearing unit within 24 hours from the removal of the chick from the hatchery.</i>

8.10.37	<i>Transport must be planned to avoid excess waiting times prior to transferring to the rearing unit.</i>
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Record Keeping

8.10.38	<i>It is recommended that breeding flock producers form record keeping links with their grower farms in order to identify and resolve related management issues effectively.</i>
8.10.39	<p><i>The hatchery will be required to maintain the following records:</i></p> <ul style="list-style-type: none"> <i>(i) Place of origin of eggs entering the hatchery;</i> <i>(ii) Health status of the breeding flock;</i> <i>(iii) Transport and delivery details of chicks leaving the hatchery;</i> <i>(iv) Vaccinations given to chicks;</i> <i>(v) Number of chicks hatched each week;</i> <i>(vi) The percentage hatch;</i> <i>(vii) Culls and the reason for culling;</i> <i>(viii) Mortality and the causes;</i> <i>(ix) The temperature and humidity settings in the setters and hatchers.</i>

Pullet Rearing**Breeds and Origin of Stock**

8.10.40	<i>An integrated system is recommended where pullets are reared and produced on the same holding.</i>
8.10.41	<i>Where pullets are reared on a separate farm to that which they will be transported to for egg production, care must be taken to minimise stress. The joint industry welfare guide to the handling of laying hens and breeders (domestic fowl) must be complied with.</i>
8.10.42	<i>Pullets must have outside access from the age of 12 weeks.</i>

Pasture and Range

8.10.43	<i>Pasture must be rested from poultry to allow vegetation to grow back, for health reasons and to enable built-up fertility to be used, for, in the case of pullet production, at least 2 consecutive months per year and in addition, for 1 year in every 3 years. This requirement shall not apply to small numbers of poultry (typically less than 50 birds) that are free to roam throughout the day.</i>
8.10.44	<i>Stocking rates for pullets must not exceed 2500 birds/ha.</i>
8.10.45	<i>Pullets should be exposed to natural daylight from an early age.</i>
8.10.46	<i>The colony size must not exceed 2000 pullets per flock.</i>

Housing

8.10.47	<i>The following shall apply to indoor housing facilities:</i>	
	<i>Maximum stocking rates in fixed housing</i>	<i>10 birds/m² (21kg/m²)</i>
	<i>Or stocking rate in mobile housing</i>	<i>16 birds/m² (30kg/m²)</i>
	<i>Minimum aerial perch space</i>	<i>15cm/bird</i>
	<i>Maximum slatted floor area</i>	<i>50%</i>
	<i>Minimum exit/entry pop-holes (metre length per 100 sqm floor area)</i>	<i>4m/100 m²</i>
8.10.48	<i>In the case of pullet rearing a recognised lighting regime of up to 16 hours to prolong day length may be used to avoid premature onset of laying. The day must end with a dusk.</i>	

8.11 Partnership Programme – Additional Standards for Pig Production

General Management and Welfare

8.11.01	<i>The pig enterprise must be based on a free-range system with suitable soil type, climate and topography.</i>
8.11.02	<i>The enterprise must be planned to allow the pigs direct access to the soil and growing green food on free range.</i>
8.11.03	<i>In addition to the Animal Health Plan specified in Section 8.5.04, a Management Plan must be established and supplied which:</i> <ul style="list-style-type: none"> <i>(i) Details the rotations and stocking densities;</i> <i>(ii) Ensures that the welfare conditions are suitable for the pigs;</i> <i>(iii) Prevents undue Nitrogen production and leaching;</i> <i>(iv) Prevents damage to the soil and soil erosion;</i> <i>(v) Describes the housing on the range and during the winter;</i> <i>(vi) Details the feeding regime;</i> <i>(vii) Details the provisions for preventing bullying;</i> <i>(viii) Details the provisions for managing and protecting thin or bullied pigs.</i>
8.11.04	<i>The stock must be checked twice daily by a suitably trained and experienced stock person.</i>

Management of Pasture

8.11.05	<i>A total free-range system is recommended.</i>
8.11.06	<i>It is recommended that pigs should not return to the same ground more than 1 year in 4 and should not spend more than 6 months on the same land.</i>
8.11.07	<i>Wallows and shade must be provided during the summer.</i>
8.11.08	<i>During the summer, pigs may only be housed during extreme weather. Housing at other times may only take place if this can be demonstrated to be of benefit to their welfare, is detailed in the Management Plan and has been agreed by OF&G.</i>

8.11.09	<p>The facilities must provide:</p> <p>(i) Ample dry bedding with plentiful natural ventilation and light;</p> <p>(ii) Access to an outside run which must permit dunging and rooting;</p> <p>(iii) A maximum of 10 pigs per nipple drinker, 15 pigs per bowl or 10 pigs per linear 30cm of trough. The drinkers must have flow rates sufficient to meet the needs of each class of pig;</p> <p>(iv) If not fed ad-lib, there must be enough trough space for all the pigs to feed at once;</p> <p>(v) Individual housing for sows with piglets;</p> <p>(vi) Stable, evenly sized groups of fattening pigs, gilts or sows.</p>
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Housing

8.11.10	Bullying must be avoided in group-housed pigs, particularly at feeding. Simultaneous feeding with the feed spread evenly is recommended.			
8.11.11	<p>For outdoor housing on the pasture the following minimum housing dimensions are required for each pig:</p> <p>Sow and litter – 4m² up to 4 weeks with additional accommodation thereafter;</p> <p>Sows and boars – 1.5m² per pig;</p> <p>Fattening pigs – See indoor lying area for winter/finishing housing (8.11.12).</p>			
8.11.12	For farrowing, winter and finishing housing, the following minimum housing dimensions are required for each pig:			
	Pig group	Minimum indoor area (m²/pig)		Minimum outdoor exercise area (m²/pig)
	Sows;	3		3
	Boars;	6		8
	Farrowing sows with piglets up to 40 days;	7.5		2.5
	Fattening pigs	Total indoor area (m²/pig)	Minimum lying area (m²/pig)	Minimum outdoor exercise area (m²/pig)
	Up to 30kg and over 40 days;	0.6	0.3	0.4
	Up to 50kg;	0.8	0.4	0.6
	Up to 85kg;	1.1	0.65	0.8
	Up to 110kg;	1.3	0.8	1.0
8.11.13	For the final fattening stage or where open fronted sheds are used for winter housing an outdoor area may not be required, subject to approval from OF&G. In such cases, both the indoor and outdoor area requirements must be added together to provide the total indoor area. As an example, a finishing pig weighing 110kg would require a minimum area of 2.3 m².			
8.11.14	Housing systems with flat decks and automatic intensive finishing, artificially controlled environments or without bedding are not permitted.			

Farrowing and Weaning

8.11.15	<i>The minimum dimensions for farrowing arcs on the pasture should be 2.5m x 2.0m.</i>
8.11.16	<i>The service pen must be a minimum of 10.5m² per sow.</i>
8.11.17	<i>Withholding food and water to dry off sows is not permitted.</i>
8.11.18	<i>Additional heat is permitted in the creep areas.</i>

Feed

8.11.19	<i>Non-organic milk replacer (free from prohibited materials such as GMOs, antibiotics and growth promoters) is only permitted for orphans within 72 hours of birth. Use after 72 hours will result in the animal losing its organic status, except in an emergency and with the approval of OF&G.</i>
8.11.20	<i>Antibiotics, copper diet supplements and probiotics for growth promotion are not permitted.</i>
8.11.21	<i>When feeding the pigs organic, in-conversion and/or non-organic feeds, the requirements of Section 8.4.26 must be observed.</i>

Animal Health

8.11.22	<i>Ferrous sulphate crystals are permitted for the treatment of anaemia. Iron injections may be used in the case of iron deficient soils or chronic anaemia in free range systems, with the approval of OF&G. The prophylactic use of iron injections without approval is not permitted.</i>
8.11.23	<i>Doramectin may be used for the treatment of mange in pigs with approval from OF&G.</i>
8.11.24	<i>Tail docking and the routine cutting and grinding of teeth are not permitted.</i>
8.11.25	<i>The ringing of sows, gilts and boars is not permitted. This does not affect existing or replacement non-organic ringed stock, which have been converted to organic production.</i>
8.11.26	<i>The castration of pigs is not permitted. Approval may be given in exceptional cases on a case by case basis if there are sound welfare reasons and following veterinary advice.</i>

8.12 Standards Applying to Beekeeping and Beekeeping Products

8.12.01	<i>Not included in this Manual. Apply to OF&G for the Standards for Beekeeping.</i>
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8.13 Standards Applying to Farmed Deer

8.13.01	<i>Not included in this Manual. Apply to OF&G for the Standards for Farmed Deer.</i>
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8.14 Additional Requirements Applying to Organic Pig Production

All other relevant standards in this Manual apply in addition to the specific pig standards.

8.14.01	General principles for animal husbandry as applied in Section 8.1 of this Manual shall apply to all organic pig production.
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8.14.02	The conversion period applied in Section 8.2 of this Manual shall apply to pig production Simultaneous conversion may apply to pigs where a 12 month reduced conversion for pigs and poultry has not been requested/applied.	
8.14.03	When introducing pigs onto an organic unit you must apply the principles laid out in Section 8.3 of this Manual.	
8.14.04	<ul style="list-style-type: none"> (i) The feeding of organic/converting pigs must be based on the principals in Section 8.4 of this Manual; (ii) When designing a new pig unit it is recommended that wherever practical the feeding space should be divided, ideally so that each pig can be fed as an individual; (iii) The weaning of organic pigs should take place at no earlier than 40 days of age. 	
8.14.05	All disease prevention and veterinary treatments to be given to the pigs must comply with the requirements of Section 8.5 in this Manual.	
8.14.06	The prophylactic use of iron injections is prohibited.	
8.14.07	All of the principles in Section 8.6 of this Manual must be applied.	
8.14.08	Castration, teeth clipping, tail docking and ringing are prohibited.	
8.14.09	All principles in Section 8.7 of this Manual must be applied.	
8.14.10	<ul style="list-style-type: none"> (i) All of the principles, where appropriate, detailed in Section 8.8 of this Manual must be applied; (ii) Pigs must be supplied with forage at all times; (iii) The grazing must provide plentiful vegetation when the pigs are moved onto the land. Once all available vegetation has been cleared the pigs must be moved to fresh ground. 	
8.14.11	<ul style="list-style-type: none"> (i) When housing pigs with no access to pasture the stocking densities in Section 8.8.25 of this Manual must not be exceeded; (ii) The above are total areas including dunging areas. If there is a division between the dunging and lying areas it must be sufficiently wide enough to allow 3 pigs to pass; (iii) If slats are used they must not exceed 20% of the total lying area. 	
8.14.12	When housing pigs outdoors on the range the following densities must be used:	
	Pigs	Indoors area Indoor lying area available to the animal
	Dry sows;	1.5m ² /sow
	Sows with litters;	4 m ² /sow and litter
	Farrowing sows;	5 m ² /sow
	Service pens;	10.5 m ² /sow and boar
Finishing pigs;	Use the indoor finisher requirements in Section 8.8.25 of this Manual.	
8.14.13	<ul style="list-style-type: none"> (i) Group numbers should be based on no more than 10 sows and progeny together at any one time; 	

	(ii) At weaning the piglets should be divided into smaller groups of no more than 40.
8.14.14	For large scale pig production systems: <ul style="list-style-type: none"> (i) The soil should be free draining so as to avoid poaching and overly wet conditions for the pigs; (ii) The land used by the pigs should be rotated as part of an arable production system, which will utilise the accumulated nutrients, help to reduce internal parasite levels and supply cereals for the diet.

8.15 Additional Standards Applying to The Production of Wool

8.15.01	Livestock must be managed as organic for at least 12 months prior to shearing.
8.15.02	Where replacement non-organic breeding animals have been purchased the fleece may not be sold as organic until the livestock have completed 12 months under full organic management.
8.15.03	Where organophosphate (OP) treatments have been administered the fleece may not be marketed as organic for at least 12 months, during which time the livestock must have undergone at least one complete clip.
8.15.04	Where an external veterinary treatment is used (excluding OP) a withdrawal period of at least 3 months or 3 times legal withdrawal period, whichever is longer, must be adhered to before the fleece may be clipped and marketed as organic.

Section 9
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Publication and Revision Details

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Section 10 Permitted Ingredients for Processed Foods

10.0 Contents Page

This Section relates to the use of processing aids, non-agricultural ingredients and non-organic ingredients in organic products, including the definitions and other EC Regulations referred to in the text.

Section	Contents	Page
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10.2	Permitted Ingredients and Processing Aids	2
10.3	Permitted Ingredients of Non-Agricultural Origin	5

Publication and Revision Details

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10.1 Organic Food Composition – Overview

10.1.01	<p>In the organic sector, food ingredients are defined as agricultural or non-agricultural, additives or processing aids.</p> <p>Agricultural ingredients are animal or vegetable, i.e. they have been grown or raised. Only agricultural ingredients can be designated 'organic'. They include cereals, meat, poultry, eggs, vegetables, fruits, oils (from oilseeds), herbs and spices.</p> <p>When making organic products, it is preferred that 100% of the agricultural ingredients are organic but at least 95% must be. The remaining 5% can only be from the list of approved non-organic agricultural products in Section 10.3.04.</p> <p>Note 1 - In rare situations, a derogation may be given by Defra, where a particular ingredient is not available in organic form. See Section 10.2.10.</p> <p>Note 2 - There is also a class of products containing 0-94% organic ingredients. They cannot be labelled 'organic' but can be labelled as containing a specified percentage of organic ingredients. See Section 4.2.02.</p> <p>Non-agricultural ingredients include water and minerals such as salt. Non-agricultural ingredients can be used in any quantity, but must be from the approved list in Sections 10.3.01-10.3.03.</p> <p>Additives can be used as required but must be from the approved list in Section 10.3.01.</p> <p>Processing aids can be used as required but must be from the approved list in Section 10.3.02. Processing aids perform a function during the manufacture of the product but they do not have a function in the finished product.</p> <p>Genetic modification – no genetically modified organisms or products derived from them may be used in organic products.</p>
10.1.02	<p>Multiple Ingredient Product Specification sheets. Recipes should be written on a Multiple Ingredient Product Sheet (MIPS) (OF&G Record Sheet 42). No organic product will be licensed until the MIPS and labels have been approved by OF&G.</p>
10.1.03	<p>Notification of Changes to Product Composition. The responsible person for the operator must notify OF&G of any changes to the site, procedures, composition of the product or labelling before products produced from these changes are placed on the market. It is best to consult OF&G when changes are first contemplated to allow for any necessary inspection.</p>
10.1.04	<p>Statutory Legislation. In certain products, UK law requires that additives be used (e.g. enrichment agents for bread and flour, addition of vitamins A and D in margarine). Statutory legislation always overrides the organic regulations. See Section 10.3.03.</p>

10.2 Permitted Ingredients and Processing Aids

General Principles

10.2.01	<p>Section 10.3 lists the ingredients and processing aids that may be used in the preparation of foodstuffs composed essentially of one or more ingredients of plant origin, with the exception of wines.</p>
10.2.02	<p>The raw materials of agricultural origin from which the product is prepared must be produced to the organic standards by approved producers holding a valid organic certificate of registration.</p>
10.2.03	<p>A processed product may only be sold as organic if it complies with the relevant labelling requirements in Section 4 of this Manual and has been certified as organic by OF&G.</p>

Ingredients of Non-Agricultural Origin - Additives and Processing Aids

10.2.04	<p>(Article 19 (834/2007))</p> <p>Only additives, processing aids, flavourings, water, salt, preparations of micro-organisms or enzymes, minerals, trace elements, vitamins, as well as amino acids and other micronutrients in food-stuffs for particular nutritional uses may be used, and only in so far as they have been authorised for use in organic production in accordance with Section 10.2.13.</p> <p>Non-organic agricultural ingredients may be used only if they have been authorised for use in organic production in accordance with Section 10.2.13 or have been provisionally authorised by a Member State.</p>
10.2.05	<p>(Article 27 (1) (889/2008))</p> <p>For the purpose of Article 19(2)(b) of Regulation (EC) No 834/2007, only the following substances can be used in the processing of organic food, with the exception of products of the wine sector, for which the provisions of section 11.16 shall apply:</p> <ul style="list-style-type: none"> (a) Substances listed in Annex VIII of EC 889/2008 (See Section 10.3 of this Manual); (b) Preparations of micro-organisms and enzymes normally used in food processing; (c) Substances, and products as defined in Articles 1(2)(b)(i) and 1(2)(c) of Council Directive 88/388/EEC (14) labelled as natural flavouring substances or natural flavouring preparations, according to Articles 9(1)(d) and (2) of that Directive; (d) Colours for stamping meat and eggshells in accordance with, respectively, Article 2(8) and Article 2(9) of European Parliament and Council Directive 94/36/EC (15); (e) Drinking water and salt (with sodium chloride or potassium chloride as basic components) generally used in food processing; (f) Minerals (trace elements included), vitamins, amino acids, and micronutrients, only authorised as long as their use is legally required in the foodstuffs in which they are incorporated.
10.2.06	<p>(Article 27 (2) (889/2008))</p> <p>For the purpose of the calculation referred to in 4.2.01:</p> <ul style="list-style-type: none"> (a) Food additives listed in Annex VIII and marked with an asterisk in the column of the additive code number, shall be calculated as ingredients of agricultural origin (See Section 10.3 of this Manual); (b) Preparations and substances referred to in paragraph (1) (b), (c), (d), (e) and (f) of this Article and substances not marked with an asterisk in the column of the additive code number shall not be calculated as ingredients of agricultural origin. (See Section 10.3 of this Manual).
10.2.07	<p>(Article 27 (3) (889/2008))</p> <p>The use of the following substances listed in Sections 10.3.01-10.3.03 shall be subject to an on-going review:</p> <ul style="list-style-type: none"> (a) Sodium nitrite and potassium nitrate in Section A (see Section 10.3.01) with a view to withdrawing these additives; (b) Sulphur dioxide and potassium metabisulphite in Section A (see Section 10.3.01); (c) Hydrochloric acid in Section B for the processing of Gouda, Edam and Maasdammer cheeses, Boerenkaas, Friese, and Leidse Nagelkaas.

10.2.08	<p>(Article 27 (4) (889/2008))</p> <p>For the traditional decorative colouring of the shell of boiled eggs produced with the intention to place them on the market at a given period of the year, the competent authority may authorise for the period referred to above, the use of natural colours and natural coating substances. The authorisation may comprise synthetic forms of iron oxides and iron hydroxides until 31 December 2013. Authorisations shall be notified to the Commission and the Member States.</p>
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Non-Organic Ingredients

10.2.09	<p><i>In certain cases non-organically produced agricultural ingredients may be used providing:</i></p> <p>(i) <i>They appear on the list given at Section 10.3.04</i></p> <p>(ii) <i>They do not exceed 5% of the agricultural ingredients of a product with > 95% organic agricultural ingredients</i></p>
10.2.10	<p><i>Provision for authorisation to use non-organically produced agricultural ingredients may be granted by Defra where an ingredient of agricultural origin does not appear on the lists of ingredients in Section 10.3 (See Section 10.2.10).</i></p>

Procedure for gaining authorisation for use of Non-Organic Agricultural Ingredients

10.2.11	<p>(Article 29 (1) (889/2008))</p> <p>Where an ingredient of agricultural origin is not included in 10.3.04, that ingredient may only be used under the following conditions:</p> <p>(a) The operator has notified to the competent authority of the Member State all the requisite evidence showing that the ingredient concerned is not produced in sufficient quantity in the Community in accordance with the organic production rules or cannot be imported from third countries;</p> <p>(b) The competent authority of the Member State has provisionally authorised the use for a maximum period of 12 months after having verified that the operator has undertaken the necessary contacts with suppliers in the Community to ensure himself of the unavailability of the ingredients concerned with the required quality requirements;</p> <p>(c) No decision has been taken, in accordance with the provisions of paragraphs 3 or 4 that a granted authorisation with regard to the ingredient concerned shall be withdrawn.</p> <p>The Member State may prolong the authorisation provided for in point (b) a maximum of 3 times for 12 months each.</p>
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Calculation of Percentages of Ingredients

10.2.12	<p><i>As a general guide, the proportions of ingredients are calculated as they are weighed into the 'mixing bowl'. Dehydrated ingredients, which are to be rehydrated, must be weighed after rehydration.</i></p>
10.2.13	<p>(Article 19 (2) (834/2007)):</p> <p>(a) The product shall be produced mainly from ingredients of agricultural origin; in order to determine whether a product is produced mainly from ingredients of agricultural origin added water and cooking salt shall not be taken into account;</p> <p>(b) only additives, processing aids, flavourings, water, salt, preparations of micro-organisms and enzymes, minerals, micronutrients in foodstuffs for particular nutritional uses trace elements, vitamins, as well as amino acids and other may be used, and only in so far as they have been authorised for use in organic production in accordance with 11.1.07;</p>

10.2.13 cont.	<p>(c) non-organic agricultural ingredients may be used only if they have been authorised for use in organic production in accordance with 11.1.07 or have been provisionally authorised by a Member State;</p> <p>(d) An organic ingredient shall not be present together with the same ingredient in non-organic form or an ingredient in conversion;</p> <p>(e) Food produced from in-conversion crops shall contain only one crop ingredient of agricultural origin.</p>
10.2.14	<p>(Article 21 (834/2007))</p> <p>Ingredients of agricultural origin are to be found in nature and may have undergone only mechanical, physical, biological, enzymatic or microbial processes, except where such products and substances from such sources are not available in sufficient quantities or qualities on the market.</p>
10.2.15	<p>(Article 27 (2) (889/2008))</p> <p>For the purpose of the calculation referred to in 4.2.01:</p> <p>(a) Food additives listed in Annex VIII and marked with an asterisk in the column of the additive code number, shall be calculated as ingredients of agricultural origin (See Section 10.3 of this Manual);</p> <p>(b) Preparations and substances referred to in 10.2.05 and substances not marked with an asterisk in the column of the additive code number shall not be calculated as ingredients of agricultural origin. (See Section 10.3 of this Manual).</p>
10.2.16	<p>(Article 19 (3) (834/2007))</p> <p>Substances and techniques that reconstitute properties that are lost in the processing and storage of organic food, that correct the results of negligence in the processing of these products or that otherwise may be misleading as to the true nature of these products shall not be used.</p>

10.3 Permitted Ingredients of Non-Agricultural Origin

Food Additives

10.3.01	(Annex VIII, Section A (889/2008)) The following food additives, including carriers are permitted. This is a positive list. Products not listed must not be used. Additional restrictions may apply under the Partnership Programme. *NB - Food additives marked with an asterisk in the column of the code number, shall be calculated as ingredients of agricultural origin.	
	Name	Specific conditions
	E 153 Vegetable Carbon	Ashy goat cheese; Morbier cheese
	E 160b* Annatto, Bixin, Norbixin	Red Leicester cheese Double Gloucester cheese Cheddar Mimolette cheese
	E 170 Calcium carbonates	Shall not be used for colouring or calcium enrichment of products

10.3.01 cont.	Name	Specific conditions
	E 220 Sulphur dioxide	In fruit wines (*) without added sugar (including cider and perry) or in mead: 50 mg (**)
	Or E 224 Potassium metabisulphite	For cider and perry prepared with addition of sugars or juice concentrate after fermentation: 100 mg (**) (* In this context, 'fruit wine' is defined as wine made from fruits other than grapes (**) Maximum levels available from all sources, expressed as SO ₂ in mg/l
	E 250 Sodium nitrite or E 252 Potassium nitrate	For meat products ⁽¹⁾ For E 250: indicative ingoing amount expressed as NaNO ₂ : 80 mg/kg For E 252: indicative ingoing amount expressed as NaNO ₃ : 80 mg/kg For E 250: maximum residual amount expressed as NaNO ₂ : 50 mg/kg For E 252: maximum residual amount expressed as NaNO ₃ : 50 mg/kg
	E 270 Lactic acid	No conditions
	E 290 Carbon dioxide	No conditions
	E 296 Malic acid	No conditions
	E 300 Ascorbic acid	Meat Products ⁽²⁾
	E 301 Sodium ascorbate	Meat products ⁽²⁾ in connection with nitrates/nitrites
	E 306* Tocopherol-rich extract	Anti-oxidant for fats and oils
	E 322* Lecithins	Milk Products ⁽²⁾
	E 325 Sodium Lactate	Milk-based and meat products
	E 330 Citric acid	No conditions
	E 331 Sodium citrates	No conditions
	E 333 Calcium citrates	No conditions
	E 334 Tartaric acid	No conditions
	E 335 Sodium tartrates	No conditions
	E 336 Potassium tartrates	No conditions
	E 341(i) Mono calcium phosphate	Raising agent for self-raising flour
	E 392 Extracts of Rosemary	Only when derived from organic production
	E 400 Alginic acid	Milk-based products ⁽²⁾
	E 401 Sodium alginate	Milk-based products ⁽²⁾
	E 402 Potassium alginate	Milk-based products ⁽²⁾
	E 406 Agar	Milk-based and meat products ⁽²⁾
	E 407 Carrageenan	Milk-based products ⁽²⁾
	E 410* Locust bean gum	No conditions
	E 412* Guar gum	No conditions
	E 414* Arabic gum	No conditions
	E 415 Xanthan gum	No conditions

10.3.01 cont.	Name	Specific conditions
	E 422 Glycerol	For plant extracts
	E 440(i)* Pectin	Milk-based products ⁽²⁾
	E 464 Hydroxypropyl methyl cellulose	Encapsulation material for capsules
	E 500 Sodium carbonates	'Dulce de leche' ⁽³⁾ and soured-cream butter and sour milk cheese ⁽²⁾
	E 501 Potassium carbonates	No conditions
	E 503 Ammonium carbonates	No conditions
	E 504 Magnesium carbonates	No conditions
	E 509 Calcium chloride	Milk coagulation
	E 516 Calcium sulphate	Carrier
	E 524 Sodium hydroxide	Surface treatment of Läuengeback bread
	E 551 Silicon dioxide	Anti-caking agent for herbs and spices
	E 553b Talc	Coating agent for meat products
	E 938 Argon	No conditions
	E 939 Helium	No conditions
E 941 Nitrogen	No conditions	
E 948 Oxygen	No conditions	
<p>⁽¹⁾ This additive can only be used, if it has been demonstrated to the satisfaction of the competent authority that no technological alternative, giving the same guarantees and/or allowing to maintain the specific features of the product, is available.</p> <p>⁽²⁾ The restriction concerns only animal products.</p> <p>⁽³⁾ 'Dulce de leche' or 'Confiture de lait' refers to a soft, luscious, brown cream, made of sweetened, thickened milk.</p>		

Permitted Processing Aids and Other Products

10.3.02	(Annex VIII Section B (889/2008)) The following products are permitted as processing aids: NB – This is a positive list. Products not listed must not be used. Additional restrictions may apply under the Partnership Programme.	
	Name	Specific conditions
	Water	Drinking water within the meaning of Council Directive 98/83/EC
	Calcium chloride	Coagulation agent
	Calcium carbonate	No conditions
	Calcium hydroxide	No conditions
	Calcium sulphate	Coagulation agent
	Magnesium chloride (nigari)	Coagulation agent
	Potassium carbonate	Drying of grapes
	Sodium carbonate	Sugar(s) production
	Lactic Acid	For the regulation of the pH of the brine bath in cheese production ⁽¹⁾

10.3.02 cont.	Name	Specific conditions
	Citric acid	For the regulation of the pH of the brine bath in cheese production ⁽¹⁾ Oil production and hydrolysis of starch ⁽²⁾
	Sodium hydroxide	Sugar(s) production, oil production from rape seed (Brassica spp)
	Sulphuric acid	Gelatine production ⁽¹⁾ Sugar(s) production ⁽²⁾
	Hydrochloric acid	Gelatine production For the regulation of the pH of the brine bath in the processing of Gouda, Edam and Maasdammer cheeses, Boerenkaas, Friese and Leidse Nagelkaas
	Ammonium hydroxide	Gelatine production
	Hydrogen peroxide	Gelatine production
	Carbon dioxide	No conditions
	Nitrogen	No conditions
	Ethanol	Solvent
	Tannic acid	Filtration aid
	Egg white albumen	No conditions
	Casein	No conditions
	Gelatin	No conditions
	Isinglass	No conditions
	Vegetable oils	Greasing, releasing or anti-foaming agent
	Silicon dioxide gel or colloidal solution	No conditions
	Activated carbon	No conditions
	Talc	In compliance with the specific purity criteria for food additive E 553b
	Bentonite	Sticking agent for mead ⁽¹⁾ In compliance with the specific purity criteria for food additive E 558
	Kaolin	Propolis ⁽¹⁾ In compliance with the specific purity criteria for food additive E 559
	Cellulose	Gelatine production ⁽¹⁾
	Diatomaceous earth	Gelatine production ⁽¹⁾
	Perlite	Gelatine production ⁽¹⁾
	Hazelnut shells	No conditions
	Rice meal	No conditions
	Beeswax	Releasing agent
	Carnauba wax	Releasing agent
	⁽¹⁾ The restriction concerns only animal products	
	⁽²⁾ The restriction concerns only plant products	

Other Permitted Substances

10.3.03	Name	Specific conditions
	Some of the products below are authorised because there is a statutory requirement for their use. <i>NB – This is a positive list. Products not listed must not be used. Restrictions may apply under the Partnership Programme.</i>	
	Flavourings	You may use natural flavouring substances and natural flavouring preparations only if: <ul style="list-style-type: none"> • they are natural flavours as defined in Regulation 88/388/EEC • they are non GM For each non-organic flavour you must submit an annual GMO statement from your supplier
	Colours for stamping meat and eggshells	You may use colours only if they comply with Article 2(8) and Article 2(9) of European Parliament and Council Directive 94/36/EC
	Salt	Salt with sodium chloride or potassium chloride as basic components as generally used in food processing
	Micro-organism Preparations	Any preparations of micro-organisms normally used in food processing, with the exception of micro-organisms genetically modified in the meaning of Article 2(2) of Directive 90/220/EEC
	Iron Thiamine (Vitamin B1) Nicotinic acid (Vitamin B3)	Enrichment Agents for Bread and Flour May be used for flour (other than wholemeal) within the limits specified in the Bread and Flour Regulations (1998) and they may be added in an inert carrier of calcium sulphate
	Vitamin A (retinol) Vitamin D (calciferol)	Enrichment Agents for Margarine May be used within the limits specified in the Spreadable Fats (Marketing Standards) Regulations (1999)
	Coatings for Cheese	Grease-proof and parchment wrappings for cheese Synthetic cheese coating without fungicides

Ingredients of Agricultural Origin that have not been Organically Produced

(Annex IX (889/2008))

Ingredients of agricultural origin that have not been produced organically referred to in 10.2.09.*NB – This is a positive list. Non-organic ingredients not listed must not be used.*

10.3.04	1. Unprocessed Vegetable Products as well as products derived therefrom by processes:	
	(i) Edible fruits, nuts and seeds	
	• Acorns	<i>Quercus Spp.</i>
	• Cola Nuts	<i>Cola acuminata</i>
	• Gooseberries	<i>Ribes uva-crispa</i>
	• Maracujas (passion fruit)	<i>Passiflora edulis</i>
	• Raspberries (dried)	<i>Rubus idaeus</i>
	• Redcurrants (dried)	<i>Ribes rubrum</i>

10.3.04 cont.	(ii) Edible spices and herbs	<ul style="list-style-type: none"> • Pepper (Peruvian) <i>Schinus molle L.</i> • Horseradish seeds <i>Amoracia rusticana</i> • Lesser galanga <i>Alpina officinarum</i> • Safflower flowers <i>Carthamus tinctorius</i> • Watercress herb <i>Nasturtium officinale</i>
	(iii) Miscellaneous	Algae, including seaweed, permitted in non-organic foodstuffs preparation
	2. Vegetable Products:	
	(i) Fats and oils, whether or not refined, but not chemically modified, derived from plants OTHER than:	<ul style="list-style-type: none"> • Cocoa <i>Theobroma cacao</i> • Coconut <i>Cocos nucifera</i> • Olive <i>Olea europaea</i> • Sunflower <i>Helianthus annuus</i> • Palm <i>Elaeis guineensis</i> • Rape <i>Brassica napus, rapa</i> • Safflower <i>Carthamus tinctorius</i> • Sesame <i>Sesamum indicum</i> • Soya <i>Glycine max</i>
(ii) The following sugars, starches and other products from cereals and tubers:	<ul style="list-style-type: none"> • Fructose • Rice paper • Unleavened bread paper • Starch from rice and waxy maize, not chemically modified 	
(iii) Miscellaneous	<ul style="list-style-type: none"> • Pea protein <i>Pisum spp.</i> • Rum - only obtained from cane sugar juice <p>Kirsch prepared on the basis of fruits and flavourings as referred to in Section 10.2.06 of this Manual.</p>	
3. Animal Products		
<ul style="list-style-type: none"> • Aquatic organisms, not originating from aquaculture, and permitted in non- organic foodstuffs preparation • Gelatin • Whey powder 'herasuola' • Casings 		

10.3.05	(Annex VIIIa (889/2008)) Products and substances authorised for use or addition in organic products of the wine sector referred to in 11.16.03 to 11.16.05: NB – This is a positive list. Products not listed must not be used. Additional restrictions may apply under the Partnership Programme.		
	Type of treatment in accordance with Annex 1 A to Regulation (EC) No 606/2009	Name of products or substances	Specific conditions, restriction within the limits and conditions set out in Regulation (EC) No 1234/2007 and Regulation (EC) No 606/2009
	Point 1: Use for aeration or oxygenation	<ul style="list-style-type: none"> Air Gaseous oxygen 	
	Point 3: Centrifuging and filtration	<ul style="list-style-type: none"> Perlite Cellulose Diatomeceous earth 	Use only as an inert filtering agent
	Point 4: Use in order to create an inert atmosphere and to handle the product shielded from the air	<ul style="list-style-type: none"> Nitrogen Carbon dioxide Argon 	
	Point 5, 15 and 21: Use	<ul style="list-style-type: none"> Yeast (1) 	
	Point 6: Use	<ul style="list-style-type: none"> Di-ammonium phosphate Thiamine hydrochloride 	
	Point 7: Use	<ul style="list-style-type: none"> Sulphur dioxide Potassium bisulphite or potassium metabisulphite 	<p>(a) The maximum sulphur dioxide content shall not exceed 100 milligrammes per litre for red wines as referred to in point 1(a) of Part A of Annex IB to regulation (EC) No 606/2009 and with a residual sugar level lower than 2 grams per litre;</p> <p>(b) The maximum sulphur dioxide content shall not exceed 150 milligrammes per litre for white and rose wines as referred to in point 1(b) of Part A of Annex IB to Regulation (EC) No 606/2009 and with a residual sugar level lower than 2 grams per litre;</p> <p>(c) For all other wines, the maximum sulphur dioxide content applied in accordance with Annex IB to Regulation (EC) No 606/2009 on 1 August 2010, shall be reduced by 30 milligrammes per litre.</p>
	Point 9: Use	<ul style="list-style-type: none"> Charcoal for oenological use 	

10.3.05 cont.	Type of treatment in accordance with Annex 1 A to Regulation (EC) No 606/2009	Name of products or substances	Specific conditions, restriction within the limits and conditions set out in Regulation (EC) No 1234/2007 and Regulation (EC) No 606/2009
	Point 10: Clarification	<ul style="list-style-type: none"> • Edible gelatine (2) • Plant proteins from wheat or peas (2) • Isinglass • Egg white albumin(2) • Tannins (2) 	
	Point 12: Use for acidification purposes	<ul style="list-style-type: none"> • Casein • Potassium caseinate • Silicon dioxide • Bentonite • Pectolytic enzymes 	
	Point 13: Use for deacidification purposes	<ul style="list-style-type: none"> • Lactic acid • L(+)Tartaric acid 	
	Point 14: Addition	<ul style="list-style-type: none"> • L(+)Tartaric acid • Calcium carbonate • Neutral potassium tartrate • Potassium bicarbonate 	
	Point 17: Use	<ul style="list-style-type: none"> • Aleppo pine resin 	
	Point 19: Addition	<ul style="list-style-type: none"> • Lactic bacteria 	
	Point 22: Use for bubbling	<ul style="list-style-type: none"> • L-Ascorbic acid 	
	Point 23: Addition	<ul style="list-style-type: none"> • Nitrogen 	
	Point 24: Addition of wine for stabilisation purposes	<ul style="list-style-type: none"> • Carbon dioxide 	
	Point 25: Addition	<ul style="list-style-type: none"> • Citric acid 	
	Point 27: Addition	<ul style="list-style-type: none"> • Tannins (2) 	
		<ul style="list-style-type: none"> • Meta-tartaric acid 	

10.3.05 cont	Type of treatment in accordance with Annex 1 A to Regulation (EC) No 606/2009	Name of products or substances	Specific conditions, restriction within the limits and conditions set out in Regulation (EC) No 1234/2007 and Regulation (EC) No 606/2009
	Point 28: Use	<ul style="list-style-type: none"> • Acacia gum (2) (= gum Arabic) 	
	Point 30: use	<ul style="list-style-type: none"> • Potassium bitartrate 	
	Point 31: Use	<ul style="list-style-type: none"> • Cupric citrate 	
	Point 31: Use	<ul style="list-style-type: none"> • Copper sulphate 	Authorised until 31 July 2015
	Point 38: Use	<ul style="list-style-type: none"> • Oak chips 	
	Point 39: Use	<ul style="list-style-type: none"> • Potassium alginate 	
	Type of treatment in accordance with Annex III, point A(2)(b) to Regulation (EC) No 606/2009	<ul style="list-style-type: none"> • Calcium sulphate 	Only for “vino generoso” or “vino generoso de licor”
⁽¹⁾ For the individual yeast strains: if available, derived from organic raw material. ⁽²⁾ Derived from organic raw material if available.			

Section 11

Operational Requirements for Organic Processing Operations

11.0 Contents Page

This Section covers the operating procedures to be implemented by a registered organic processor.

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11.1 General Principles

11.1.01	These Standards apply to processing of organic products.
11.1.02	<p>(Article 6 (834/2007))</p> <p>In addition to the overall principles set out in Section 1, the production of processed organic food shall be based on the following specific principles:</p> <ol style="list-style-type: none"> (a) The production of organic food from organic agricultural ingredients, except where an ingredient is not available on the market in organic form; (b) The restriction of the use of food additives, of non organic ingredients with mainly technological and sensory functions and of micronutrients and processing aids, so that they are used to a minimum extent and only in case of essential technological need or for particular nutritional purposes; (c) The exclusion of substances and processing methods that might be misleading regarding the true nature of the product; (d) The processing of food with care, preferably with the use of biological, mechanical and physical methods.
11.1.03	<p>(Article 7 (834/2007))</p> <ol style="list-style-type: none"> (a) The production of organic feed from organic feed materials, except where a feed material is not available on the market in organic form; (b) The restriction of the use of feed additives and processing aids to a minimum extent and only in case of essential technological or zootechnical needs or for particular nutritional purposes; (c) The exclusion of substances and processing methods that might be misleading as to the true nature of the product; (d) The processing of feed with care, preferably with the use of biological, mechanical and physical methods.
11.1.04	<p>(Article 18 (834/2007))</p> <ol style="list-style-type: none"> 1. Production of processed organic feed shall be kept separate in time or space from production of processed non organic feed. 2. Organic feed materials, or feed materials from production in conversion, shall not enter simultaneously with the same feed materials produced by non organic means into the composition of the organic feed product. 3. Any feed materials used or processed in organic production shall not have been processed with the aid of chemically synthesised solvents. 4. Substances and techniques that reconstitute properties that are lost in the processing and storage of organic feed, that correct the results of negligence in the processing or that otherwise may be misleading as to the true nature of these products shall not be used. 5. The measures and conditions necessary for the implementation of the production rules contained in this Article shall be adopted in accordance with the procedure referred to in Section 1.15.02.
11.1.05	<p>(Article 19 (834/2007))</p> <ol style="list-style-type: none"> 1. The preparation of processed organic food shall be kept separate in time or space from non-organic food.

11.1.05 cont.	<p>2. The following conditions shall apply to the composition of organic processed food:</p> <ul style="list-style-type: none"> (a) The product shall be produced mainly from ingredients of agricultural origin; in order to determine whether a product is produced mainly from ingredients of agricultural origin added water and cooking salt shall not be taken into account; (b) Only additives, processing aids, flavourings, water, salt, preparations of micro organisms and enzymes, minerals, trace elements, vitamins, as well as amino acids and other micronutrients in foodstuffs for particular nutritional uses may be used, and only in so far as they have been authorised for use in organic production in accordance with Section 11.1.07; (c) Non-organic agricultural ingredients may be used only if they have been authorised for use in organic production in accordance with Section 11.1.07 or have been provisionally authorised by a Member State; (d) An organic ingredient shall not be present together with the same ingredient in non-organic form or an ingredient in conversion; (e) Food produced from in-conversion crops shall contain only one crop ingredient of agricultural origin. <p>3. Substances and techniques that reconstitute properties that are lost in the processing and storage of organic food, that correct the results of negligence in the processing of these products or that otherwise may be misleading as to the true nature of these products shall not be used. The measures necessary for the implementation of the production rules contained in this Article, and in particular regarding processing methods and the conditions for the provisional authorisation by Member States mentioned in paragraph 2(c), shall be adopted in accordance with the procedure referred to in Section 1.15.02.</p>
11.1.06	<p>(Article 20 (834/2007))</p> <ul style="list-style-type: none"> 1. For the production of organic yeast only organically produced substrates shall be used. Other products and substances may only be used in so far as they have been authorised for use in organic production in accordance with Section 11.1.07. 2. Organic yeast shall not be present in organic food or feed together with non-organic yeast. 3. Detailed production rules may be laid down in accordance with the procedure referred to in Section 1.15.02.
11.1.07	<p>(Article 21 (834/2007))</p> <ul style="list-style-type: none"> 1. The authorisation of products and substances for use in organic production and their inclusion in a restricted list of the products and substances referred to in Section 11.1.05 (2, b and c) shall be subject to the objectives and principles laid down in Title II and the following criteria, which shall be evaluated as a whole: <ul style="list-style-type: none"> i) Alternatives authorised in accordance with this chapter are not available; L 189/14 EN Official Journal of the European Union 20.7.2007 ii) Without having recourse to them, it would be impossible to produce or preserve the food or to fulfil given dietary requirements provided for on the basis of the Community legislation. In addition, the products and substances referred to in Section 11.1.05 are to be found in nature and may have undergone only mechanical, physical, biological, enzymatic or microbial processes, except where such products and substances from such sources are not available in sufficient quantities or qualities on the market.

11.1.07 cont.	<p>2. The Commission shall, in accordance with the procedure referred to in Section 1.15.02, decide on the authorisation of the products and substances and their inclusion in the restricted list referred to in paragraph 1 of this Article and lay down specific conditions and limits for their use, and, if necessary, on the withdrawal of products. Where a Member State considers that a product or substance should be added to, or withdrawn from the list referred to in paragraph 1, or that the specifications of use mentioned in this paragraph should be amended, the Member State shall ensure that a dossier giving the reasons for the inclusion, withdrawal or amendments is sent officially to the Commission and to the Member States. Requests for amendment or withdrawal, as well as decisions thereon, shall be published. Products and substances used before adoption of this Regulation and falling under Section 11.1.05 (2, b and c) may continue to be used after the said adoption. The Commission may, in any case, withdraw such products or substances in accordance with Section 1.15.02.</p>
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11.2 General Principles - Overview

<p>OF&G Standards are based, as required by law, on the regulatory text of the Council Regulation EC 834/2007 and Commission Regulation EC 889/2008.</p>	
11.2.01	<p>The OF&G Standards for organic processing ensure the organic integrity of the product throughout the processing operation.</p> <p>The main requirements for organic processing operations are as follows:-</p> <ol style="list-style-type: none"> 1. <u>Statutory Legislation and Good Practice</u> – organic regulations do not override statutory legislation, they are in addition to it. Each processing operation must be registered with the appropriate statutory authority (e.g. Defra, EHO, MHIS) and comply with all relevant statutory regulations and good practice; 2. <u>Composition</u> – non-organic ingredients and additives may be used as long as they are from the Approved Lists in Section 10. GMOs or ingredients derived from them are not allowed; 3. <u>Organic status</u> - there must be proof of organic status for all organic ingredients used; 4. <u>Segregation and HACCP</u> - organic ingredients must be clearly identified and segregated from non-organic products during: <ul style="list-style-type: none"> - Intake - Storage - Processing and Packing - Transport - Display in open packaging (sealed and labelled packaging does not need to be kept separate) <p>A hazard analysis (HACCP) should be done to identify points in the process at which contamination may occur;</p> 5. <u>Cleaning</u> - cleaning chemicals, procedures and standards should be appropriate to the industry. If wet cleans are done, they must be followed by a final water rinse to remove traces of any cleaning chemicals; 6. <u>Pest Control</u> - procedures should be appropriate to the industry and trained personnel used. Licensed rodent baits are permitted but spraying of any kind is strictly controlled; 7. <u>Records for Traceability and Mass Balance</u> – appropriate controls must be in place and adequate records kept, so that it is possible to trace all ingredients used, from intake through to the final products and to compare quantities of organic ingredients used with quantities of finished products made;

11.2.01 cont.	<p>8. <u>Training</u> - staff must be trained to understand the organic requirements;</p> <p>9. <u>Processes</u> – must be approved. Certain processes such as solvent extraction, or use of ionising radiation are not permitted;</p> <p>10. <u>Packaging</u> – recyclable or biodegradable packaging is preferred where possible;</p> <p>11. <u>Labels and Marketing Literature</u> – there are very specific labelling rules for organic products. All labels and marketing literature must be approved by OF&G at the proof stage.</p> <p>12. <u>Effluent Control</u> – the operation should not have an adverse effect on the environment.</p>
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11.3 Statutory Legislation and Good Practice

11.3.01	<p><u>Statutory Legislation.</u> Organic regulations do not override other statutory legislation, they are in addition to it. Each organic processing operation must be registered with the appropriate statutory authority and comply with all relevant statutory regulations and codes of good practice.</p> <p>Inspection reports, recommendations, discharge licenses etc. from Statutory Authorities must be made available to OF&G if requested.</p>
11.3.02	<p><i>The Food Safety Act 1990 applies to everyone involved in the processing, packing, preparation or sale of food. It is an offence to sell food that is injurious to health, unfit or contaminated.</i></p> <p><i>There are statutory requirements in regard to premises, equipment, the facilities that must be provided, general hygiene, composition, labelling and precautions that must be taken to protect food from contamination or deterioration.</i></p>
11.3.03	<p><i>Relevant statutory authorities include the following:</i></p> <ul style="list-style-type: none"> • <i>Food Processing: Environmental Health;</i> • <i>Abattoir or Meat Cutting: Meat Hygiene Inspection Service (MHIS);</i> • <i>Egg packing, animal feed processing, seed cleaning and packing, food or feed imports: DEFRA;</i> • <i>Most operations will have an annual inspection by Trading Standards to check scales, weighbridges, labelling etc.</i>
11.3.04	<p><i>Preparation establishments must conform to all relevant statutory requirements in regard to animal welfare, transport of livestock, premises, equipment, the facilities that must be provided, general hygiene and the precautions that must be taken to protect food from contamination or deterioration.</i></p> <p><i>Codes of practice on animal welfare, transport of livestock and hygiene, issued by either Defra or the Rural Affairs Departments in Scotland, Wales or Northern Ireland must be complied with.</i></p>
11.3.05	<p>When requested by OF&G, the operator shall submit the results of its own voluntary inspection and sampling programmes.</p>

Good Practice

11.3.06	<p>(a) The site should be suitable for the enterprise;</p> <p>(b) The fabric and equipment at intake, processing, packing, storage and despatch areas should be fit for purpose and kept clean and in good condition so as not to contaminate the product;</p> <p>(c) The organisational structure should clearly define job descriptions, responsibilities and reporting relationships;</p>
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11.3.06 cont.	<p>(d) Staff facilities, work wear and rules on personal hygiene should be appropriate so as to minimise the risk of product contamination;</p> <p>(e) Process controls (e.g. weight, temperature, time, foreign body) should be effective and measuring equipment should be calibrated to external standards;</p> <p>(f) Testing should be done to ensure product safety and conformity. Where external labs are used, they should be accredited by UKAS or equivalent;</p> <p>(g) Stock rotation procedures should ensure that ingredients are used in the correct order and within shelf-life;</p> <p>(h) Non-conforming products – procedures should be in place to ensure these are identified and quarantined then further treated as appropriate;</p> <p>(i) Product recall – a procedure should be in place and tested periodically, to ensure that all affected products can be identified and recovered;</p> <p>(j) Complaints – there should be a procedure to ensure these are documented, resolved and appropriate corrective action taken;</p> <p>(k) Visitors – site entry should be controlled to prevent the possibility of product contamination by outsiders.</p>
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11.4 Composition and Genetic Modification

Standards and Guidance Notes on the composition and labelling of organic products are given in Section 4.1. Information about permitted additives, processing aids and non-organic ingredients are given in Section 10 of this Manual. The notes below give a brief summary.

11.4.01	<p>(i) Ingredients (including additives) and processing aids may only be used in the production of organic products if they are organic or if they appear on the approved lists in this Manual;</p> <p>(ii) See Section 10 (Foods for Human Consumption), Section 8.4 (Animal Feed) and Section 7.7 (Seeds) for details of permitted non-organic ingredients, additives and processing aids;</p> <p>(iii) A Multi-Ingredient Product Sheet must be completed for each product with more than one ingredient. Record Sheet 42 (for food products) or 43 (for animal feed) may be used as proformas. Single ingredient products should be listed on Record Sheet 41. (Copies of these Record Sheets are in Section 14 of this Manual);</p> <p>(iv) These Record Sheets must be submitted to OF&G for approval <u>before</u> the products are marketed.</p>
11.4.02	<p><i>In rare circumstances, it may be possible to obtain a derogation from Defra to use agricultural ingredients that are not on the permitted lists. (See Section 10.3).</i></p>
11.4.03	<p><u>Genetic Modification</u>: Organic materials are, by definition, non-genetically modified (non-GM). A statement is required from suppliers of relevant non-organic agricultural products, additives and processing aids to confirm that they are not GM or GM-derivatives. (This applies particularly to maize, soya, rape, citric acid, enzymes, microbial products) <u>This confirmation should be renewed at least annually.</u></p> <p><i>(OF&G Record Sheet 53 may be used.)</i></p> <p><i>See Sections 10.2 and 5.11 for further information on GMOs.</i></p>

11.5 Authentication of Organic Goods Received

11.5.01	<p>Proof of organic status. Operators must keep a copy of each supplier's organic certificate (i.e. Certificate of Compliance to EC 834/2007 and EC 889/2008):</p> <ul style="list-style-type: none"> (i) The certificate must be issued by an EC-approved organic control body, must be valid at the date the goods were supplied, must list the goods supplied and the trading name and address of the supplier; (ii) However, where small amounts of organic ingredients are bought retail, it may be impractical to demand a certificate. In this case the pack label and till receipt may be regarded as sufficient proof of organic status; (iii) If there is any doubt about the organic status of goods, they should not be further processed, packed or labelled as organic.
11.5.02	<p>(Article 91 (889/2008))</p> <ul style="list-style-type: none"> 1) Where an operator considers or suspects that a product which he/she has produced, prepared, imported or had delivered from another operator, is not in compliance with this Manual, he/she shall initiate procedures either to withdraw from this product any reference to the organic production method or to separate and identify the product. He/she may only put it into processing or packaging or on the market after elimination of that doubt, unless it is placed on the market without indication referring to the organic production method. In case of such doubt, the operator shall immediately inform the control body or authority. The control body or authority may require that the product cannot be placed on the market with indications referring to the organic production method until it is satisfied, by the information received from the operator or from other sources, that the doubt has been eliminated. 2) Where a control body or authority has a substantiated suspicion that an operator intends to place on the market a product not in compliance with this Regulation but bearing a reference to the organic production method, this control body or authority can require that the operator may provisionally not market the product with this reference. This decision shall be supplemented by the obligation to withdraw from this product any reference to the organic production method if the control body or authority is sure that the product does not fulfil the requirements of organic production. <p>However if the suspicion is not confirmed, the above decision shall be cancelled not later than the time period specified by the inspection body. The operator shall co-operate fully with the control body in resolving the suspicion.</p>
11.5.03	Trading Standards Officers have the authority to enforce the above.

11.6 Segregation and HACCP

11.6.01	<ul style="list-style-type: none"> (i) Ideally the intake, storage, processing and packing areas should be dedicated to organic production; (ii) If not, there should be clear, well-understood written procedures to keep organic/certified products separate from non-organic products (including GM products and cleaning or pest control chemicals) throughout the process. There should be checklists to ensure procedures have been complied with. Organic integrity must be preserved at all times. Equipment must be clean. Containers, silos, packs etc. must be securely closed and clearly labelled; (iii) There should be a flow diagram to demonstrate the process and factory plan to show the layout.
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11.6.02	<p>(Article 26 (2) (889/2008))</p> <p><u>HACCP</u>: UK statutory legislation requires that all food and feed manufacturers carry out a hazard analysis of their process to determine whether there are any potential hazards to food safety. They must then set up a system to identify critical control points (points at which the hazard can be controlled) and monitoring systems to ensure this is done. This process is called a HACCP analysis (Hazard Analysis and Critical Control Points).</p>
11.6.03	<p>The application of the procedures referred to in Section 11.6.02 shall guarantee at all times that the produced processed products comply with the organic production rules.</p>
11.6.04	<p>(Article 26 (4) (889/2008))</p> <p>Operators shall comply with and implement the procedures referred to in Section 11.6.02. In particular, operators shall:</p> <ul style="list-style-type: none"> (a) Take precautionary measures to avoid the risk of contamination by unauthorised substances or products; (b) Implement suitable cleaning measures, monitor their effectiveness and record these operations; (c) Guarantee that non-organic products are not placed on the market with an indication referring to the organic production method.

Segregation during Goods Intake

11.6.05	<p><i>Effective records should be kept to record the origin, nature and quantity of organic products delivered to the unit.</i></p> <p><i>There should be proof of organic status for each item (see Section 11.4.01).</i></p>
11.6.06	<p><i><u>Intake checks:</u></i></p> <ul style="list-style-type: none"> (i) <i>Checks should be made that goods are securely packaged, labelled 'organic' and carry the symbol or code of the responsible control body. These checks should be recorded (OF&G Record Sheet 44 may be used);</i> (ii) <i>In the case of bulk deliveries, where there is no product packaging, the supplier's organic control body number should be on the delivery notes and/or invoice; e.g. for Organic Farmers & Growers the control body code is 'GB-ORG-02'.</i> (iii) <i>An intake procedure should be written and relevant staff trained to become familiar with organic labelling. (The UK control bodies are listed in Section 4.2.06 of this Manual). Details of control bodies from the UK, EU and Third Countries can be obtained from OF&G);</i> (iv) <i>All documentation (purchase orders, delivery notes, invoices as relevant) should state that the goods required are organic.</i>
11.6.07	<p>(Article 33 (889/2008)) On receipt of a labelled organic product, the operator shall check the closing of the packaging or container where it is required and the presence of the indications referred to in Section 4.2 and Sections 11.6.18 and 11.6.19. The operator shall cross-check the information on the label with the information on the accompanying documents. The result of these verifications shall be explicitly mentioned in the documentary accounts referred to in Section 11.9.04.</p>

Segregation during Storage

11.6.08	(Article 35 (889/2008)) All organic goods, whether raw materials, work-in-progress or finished products, must be stored so there is no possibility of them being contaminated in any way by conventional products or chemicals of any sort, including cleaning or pest control chemicals. Containers, including bulk bins, silos and pallets, should be closed securely and clearly labelled. Ideally these goods will be stored in designated areas or sealed securely and stretch-wrapped on pallets.
11.6.09	(Article 35 (889/2008)) For the storage of products, areas must be managed in order to ensure identification of lots and to avoid any mixing with or contamination by products and/or substances not in compliance with the organic production rules.

Segregation during Processing and Packing

11.6.10	<ul style="list-style-type: none"> (i) <i>Ideally, equipment should be dedicated to organic production. Where this is not so, to prevent contamination, processing of organic materials should take place as the first operation of the day or following a clean down or a bleed run;</i> (ii) <i>The simultaneous processing or packing of organic and non-organic products on the same line, is not permitted;</i> (iii) <i>Bleed Runs: if equipment cannot be taken apart for thorough cleaning before organic production starts and cleaning in place (CIP) is not possible, a suitable product must be passed through the equipment to purge it of any non-approved, GM or medicated material (this is called a bleed run). The operator needs to justify the type and amount of bleed material used. Material from bleed runs must not be returned to organic raw material stores or used in organic finished products;</i> (iv) <i>The operation should ideally be completed without interruption. Where this is not possible (e.g. meat brining, cheese maturing), the process must be carefully controlled to prevent contamination of the organic products;</i> (v) <i>In each case above, there should be written procedures and checklists to ensure the process is controlled and recorded.</i>
11.6.11	(Article 26 (5) (889/2008)) Where products not referred to in Section 4.1 (<i>i.e. non-organic products</i>) are also prepared, packaged or stored in the preparation unit concerned: <ul style="list-style-type: none"> (i) The unit must have areas separated by place or time within the premises for the storage of products as referred to in Section 4.1, before and after the operations; (ii) Operations must be carried out continuously until the complete run has been dealt with, separated by place or time from similar operations performed on products not covered by Section 4.1; (iii) If such operations are not carried out at regular times or on a fixed day, they must be announced in advance, with a deadline agreed on with OF&G; (iv) Every measure must be taken to ensure identification of lots and to avoid mixtures or exchanges with products not obtained in accordance with the rules laid down in this Manual; (v) Operations on products in accordance with the rules laid down in this Manual must be carried out only after cleaning of the production equipment. The effectiveness of the cleaning measures must be checked and recorded.

11.6.12	<p>(Article 35 (4) (889/2008))</p> <p>Where non-organically produced products are also processed, packaged or stored in the unit concerned:</p> <ul style="list-style-type: none"> (i) Effective procedures and practices, supported by effective documented control systems and records, must be established and maintained to ensure that throughout the production cycle organically produced products are kept completely separate from non-organic products; (ii) Operations must be separated by time from similar operations performed on non-organic products. Prior to use for organic production the plant and equipment used, particularly product contact surfaces, must be effectively cleaned. The plant and equipment must be inspected prior to use to ensure that it is clean and free from residues that may contaminate or impair the organic integrity of the products.
11.6.13	<p><i>Approved materials for bleed runs are: potable water, organic products or products from the approved lists in Section 10 of this Manual (for food) or from Section 8 (for animal feed).</i></p> <p><i>For animal feed and seed mixes, it is often preferable to make sure the batch that goes through the plant before a batch of organic or approved feed or seeds, contains only approved ingredients, then there may be no need for a bleed run.</i></p>
11.6.14	<p><i>Contamination Checks: Carry-over checks should be in place to ensure there is no contamination from medicated products, GM-products, etc. There should be proof that these checks are effective.</i></p>
11.6.15	<p><i>Non-organically produced products may be processed, packaged or stored in the unit concerned subject to the provisions of Sections 11.6.10 to 11.6.14 being observed.</i></p>

Segregation during Transport

11.6.16	<ul style="list-style-type: none"> (i) <i>Fully wrapped materials may be transported in wagons cleaned to industry-standard without further conditions;</i> (ii) <i>Bulk wagons or containers must be thoroughly cleaned and checked before being loaded with organic products;</i> (iii) <i>For dry goods (e.g. grains) dry cleaning (brushing/vacuuming) may be adequate if the previous load was non-GM / non-medicated and not on the Agricultural Industries Confederation (AIC) Sensitive List (Ref: www.agindustries.org.uk);</i> (iv) <i>Otherwise wet cleans using detergents and/or steam should be done. (All cleaning chemicals should be rinsed off with potable water before organic goods are loaded);</i> (v) <i>Note: Wagons that have carried materials on the AIC Exclusion List (e.g. radioactive material) must not be used to transport organic products;</i> (vi) <i>Before organic products are loaded onto bulk wagons, details of the 3 previous loads should be checked to ensure they are not on the AIC Haulage Exclusion List, or, if they are on the AIC Sensitive List, that they have been appropriately cleaned;</i> (vii) <i>Wagons for un-wrapped chilled products (e.g. meat) should be cleaned using appropriate detergent / sanitiser then rinsed with potable water before loading;</i> (viii) <i>Accompanying documentation must clearly describe the goods and their organic status.</i>
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11.6.17	<p>(Article 30 (889/2008))</p> <p>Milk, eggs and egg-products from organic farming shall be collected independently from products not produced in accordance with this Manual.</p> <p>Subject to the prior approval by the control body or authority, simultaneous collection may occur, where appropriate measures are taken to prevent any possible mixture or exchange with products not produced in accordance with this Regulation and to ensure the identification of the products produced in accordance with the provisions of this Manual. The operator must keep the information relating to collection days, hours, circuit and date and time of reception of the products available to the control body or authority.</p>
11.6.18	<p>(Article 31 (1) (889/2008))</p> <p>The operators shall ensure that organic products are transported to other units, including wholesalers and retailers, only in appropriate packaging, containers or vehicles closed in such a manner that substitution of the content cannot be achieved without manipulation or damage of the seal and provided with a label stating, without prejudice to any other indications required by law:</p> <ul style="list-style-type: none"> (a) The name and address of the operator and, where different, of the owner or seller of the product; (b) The name of the product, including a reference to the organic production method, in accordance with Section 4.1; (c) The name and/or the code number of the control body or authority to which the operator is subject; and (d) Where relevant, the lot identification mark according to a marking system either approved at national level or agreed with the control body or authority and which permits to link the lot with the accounts referred to in Section 11.9.
11.6.19	<p>(Article 31 (1) (889/2008) cont.)</p> <p>The information under (a), (b), (c) and (d) above can also be presented on an accompanying document, if such document can be undeniably linked with the packaging, container or vehicle of the product. This accompanying document shall include information on the supplier and/or the transporter.</p>
11.6.20	<p>(Article 31 (2) (889/2008))</p> <p>The closing of packaging, containers or vehicles is not required where:</p> <ul style="list-style-type: none"> (i) Transportation is direct between a producer and another operator who are both subject to the inspection system referred to in Section 5; and (ii) The products are accompanied by a document giving the information required under the previous subparagraph; and (iii) Both the expediting and the receiving operators shall keep documentary records of such transport operations available for the control body or control authority of such transport operations.

11.7 Cleaning

11.7.01	<p>The level of cleaning should comply with industry standards and should prevent microbial, chemical or foreign body contamination of the products. All product contact surfaces including utensils should be cleaned before organic production starts.</p>
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11.7.02	<u>Chemicals</u> : Industry-approved detergents and/or sanitisers may be used, however there must be a final rinse with potable water before production starts, to remove any trace of chemicals. (A disinfectant such as alcohol may be used only if 100% evaporation, leaving no residue, can be ensured).
11.7.03	<u>Dry cleaning and bleed runs</u> : Dry cleaning may be done where wet cleans are not practical. In cases where it is not possible to do dry or wet cleaning, a bleed run may be done, by passing a suitable product through the equipment to purge it of any non-approved, GM or medicated material.
11.7.04	<u>Documentation</u> : There must be clear, simple, written cleaning procedures and checklists. The checklists must be signed off when cleaning and final water rinses have been done. For dry cleans, the checklists must be signed off when the equipment has been cleaned and checked to make sure there are no residues left.
11.7.05	<u>Water</u> : Where chlorine levels are variable, it is acceptable to treat the water to ensure a consistent level. Where this is done, the residual level at point of use must be monitored on a daily basis and must never be above the WHO guideline of 1mg/litre. If borehole or well water is used, it must be treated, in accordance with statutory requirements, to ensure it is potable (safe for drinking). Levels of chlorine, if used, must be strictly monitored and residual levels must never be above 1mg/litre.
11.7.06	<i>Production establishments must conform to all relevant statutory requirements in regard to animal welfare, transport of livestock, premises, equipment, the facilities that must be provided, general hygiene and the precautions that must be taken to protect food from contamination or deterioration.</i>
11.7.07	Records must be kept of plant cleaning schedules including a list of all substances used.
11.7.08	<i>Whichever type of cleaning is done, checks should be carried out to make sure it is satisfactory (e.g. visual check, biotrace, swabs, carry-over tests).</i>
11.7.09	<u>Fogging / Spraying</u> : If cleaning / disinfection is done using foggers / sprayers, all organic materials (including packaging) must be removed from the area. Three times the normal dispersal time should be allowed, then all product contact surfaces rinsed with potable water before any organic materials are returned to the area.
11.7.10	Cleaning chemicals must be clearly labelled and stored safely to ensure they cannot contaminate products.
11.7.11	Product contact surfaces should be smooth, easy to clean, free from cracks and crevices and made from non-porous food grade materials that are inert to the food under conditions of use.
11.7.12	All product contact surfaces should be readily accessible for manual cleaning or if not then readily disassembled for manual cleaning. If clean-in-place methods are used it should be demonstrated that the results achieved are equivalent to those obtained by disassembly and manual cleaning.
11.7.13	The following substances are not permitted: (i) Substances that could taint or contaminate the product if used on contact surfaces; (ii) Persistent or carcinogenic disinfectants.

11.8 Pest Control

11.8.01	<p>Good housekeeping, buying from good suppliers, checking incoming goods for infestation, keeping the fabric (walls/floors/doors) in good condition and use of fly screens etc. should reduce the need for pest control. If further pest control is needed, approved methods are wax block rodent baits (using licensed poisons), electric fly killers (EFKs), pheromone traps or sonic methods.</p> <p>There must be a plan of the site showing locations of bait stations etc. and these should be placed where there is no risk of contaminating product.</p>
11.8.02	<p>Sprays and fumigants are <u>not</u> approved for regular use because these can contaminate products/packaging. In special cases (e.g. infestation) spraying with approved chemicals <u>may</u> be done but all organic ingredients/products/packaging must be removed from the area, extra dispersal time allowed and all product contact surfaces rinsed with potable water before they are brought back. OF&G must be contacted before such a spraying programme commences. (See Sections 11.8.08 to 11.8.10).</p>
11.8.03	<p>If an external pest control contractor is used, the contractor should be a member of the British Pest Control Association or equivalent body and be made aware that the site is organic and that appropriate treatments should be used. The contractor should be asked to provide a letter confirming this, and this letter should be placed in the site pest control manual.</p> <p>If pest control is carried out in-house, the person should be trained to understand COSHH issues etc. There should be an appropriate bait plan, a safety data sheet for each chemical used and all treatments should be recorded. (A copy of OF&G Record Sheet 48 may be used).</p> <p>Only chemicals that are suitable for use in the food or feed industry (as appropriate) may be used.</p>
11.8.04	<p><i>This guidance has been set out to achieve the following objectives:</i></p> <ul style="list-style-type: none"> <i>i) To emphasise the importance of prevention rather than cure;</i> <i>ii) To avoid contamination of organic food by any form of pests, be that infestation from micro-organisms, insects, rodents or other pests;</i> <i>iii) To ensure that organic foods are not affected by contamination from substances used to control pests;</i> <i>iv) To minimise environmental harm resulting from the control of pests.</i>
11.8.05	<p>A preventive programme is the basis of effective pest control. The operator must therefore be able to demonstrate, including written records, that:</p> <ul style="list-style-type: none"> (i) All storage and production premises, whether operator or third party controlled are managed as set out below; (ii) The design and construction of the premises are suitable for the prevention of pest and infection build up; (iii) Adequate control measures are taken to prevent imported pests. This should include raw materials via checks on incoming products, supplier audits and also on other risks, in particular second hand plant; (iv) Good stock rotation has been maintained; (v) The operator must be able to demonstrate that they have taken the necessary precautions to ensure that newly employed plant or premises are free from contamination by non-permitted materials; (vi) Potential entry points for pests are controlled, e.g. drains, door, windows, ventilation ducts are screened;

11.8.05 cont.	<p>(vii) The site is well managed, e.g. outside walls kept clear, spillage cleared and appropriate waste management practices in place;</p> <p>(viii) There exists an effective cleaning program, clearly documented, thoroughly implemented and accurately recorded;</p> <p>(ix) Regular monitoring and pest activity should be undertaken by a registered pest control contractor or suitably trained person and records kept.</p>																
11.8.06	<p>In the event that the preventative measures are not effective, the following requirements must be met:</p> <p>(i) Exact records must be kept of all pest control measures taken;</p> <p>(ii) Substances used for pest control must be correctly labelled and stored under lock and key when not in use;</p> <p>(iii) Any measures using controlled substances must prevent direct contact with organic raw materials or product;</p> <p>(iv) All treatments must be carried out by a suitably qualified person and in accordance with latest COSHH Regulations.</p>																
11.8.07	<p>Those parts of the site that are not used for organic production or storage, and which are under the control of the operator should be treated, where possible, using only methods permitted or restricted below.</p> <p>Use of other methods must ensure the prevention of contamination of organic production or storage by migration, contact, personnel etc.</p> <p>In cases where fumigation of premises, plant or equipment is required the treatment must be carried out in accordance with the COSHH Regulations. Adequate clearance time must be allowed for the fumigant to disperse and effective steps must be taken to ensure that fumigant residues do not remain on product contact surfaces before the premises, plant or equipment is used again for organic production. Organically produced raw materials, semi-finished or finished products must not be present when fumigation treatments are carried out.</p>																
11.8.08	<p>The following substances and processes are permitted:</p> <table border="1" data-bbox="277 1267 1449 1977"> <thead> <tr> <th data-bbox="277 1267 635 1317">Name</th> <th data-bbox="635 1267 1449 1317">Description, compositional requirements, conditions for use</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 1317 635 1429">Freezing, heating and vacuum. Carbon dioxide, nitrogen.</td> <td data-bbox="635 1317 1449 1429">For treatment of products and packaging.</td> </tr> <tr> <td data-bbox="277 1429 635 1541">Ozone (gas)</td> <td data-bbox="635 1429 1449 1541">Fumigation of food processing and storage premises, particularly against mould in dairies. Neither personnel nor organic products should be present during fumigation.</td> </tr> <tr> <td data-bbox="277 1541 635 1615">Mechanical barriers, sound and light, including UV.</td> <td data-bbox="635 1541 1449 1615"></td> </tr> <tr> <td data-bbox="277 1615 635 1659">Electrical insect killers.</td> <td data-bbox="635 1615 1449 1659"></td> </tr> <tr> <td data-bbox="277 1659 635 1765">Legally approved rodenticides or insecticides</td> <td data-bbox="635 1659 1449 1765">Tamper evident bait stations containing legally approved rodenticides or insecticides in locations where there is no risk of contamination.</td> </tr> <tr> <td data-bbox="277 1765 635 1877">Pheromone traps and sticky boards not containing pesticides.</td> <td data-bbox="635 1765 1449 1877">Where the latter are used for rodent control, they must be in accordance with British Pest Control Association Code of Practice.</td> </tr> <tr> <td data-bbox="277 1877 635 1977">Dessicant dust</td> <td data-bbox="635 1877 1449 1977">Dessicant dusts (e.g. diatomaceous earth and amorphous silica) derived from naturally occurring sources and where there is no risk of contamination.</td> </tr> </tbody> </table>	Name	Description, compositional requirements, conditions for use	Freezing, heating and vacuum. Carbon dioxide, nitrogen.	For treatment of products and packaging.	Ozone (gas)	Fumigation of food processing and storage premises, particularly against mould in dairies. Neither personnel nor organic products should be present during fumigation.	Mechanical barriers, sound and light, including UV.		Electrical insect killers.		Legally approved rodenticides or insecticides	Tamper evident bait stations containing legally approved rodenticides or insecticides in locations where there is no risk of contamination.	Pheromone traps and sticky boards not containing pesticides.	Where the latter are used for rodent control, they must be in accordance with British Pest Control Association Code of Practice.	Dessicant dust	Dessicant dusts (e.g. diatomaceous earth and amorphous silica) derived from naturally occurring sources and where there is no risk of contamination.
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11.8.09	The following materials may only be used under the conditions specified:	
	Name	Description, compositional requirements, conditions for use
	Synthetic pyrethroids.	Only for: <ul style="list-style-type: none"> (i) Enclosed and sealed units such as motor housings and wiring conduits; (ii) Band applications around entrances and external apertures.
11.8.10	Pyrethrins, extracted from a natural botanical source and synergised using piperonyl butoxide (BPO) derived from a natural source e.g. oil and sassafras.	When using as a surface treatment, space spray or fog for insect control, any organic products or contact packaging must be removed or protected in such a way as to form an effective barrier to contact with the spraying agent. The barrier is to remain in place for 24 hours after the spraying has taken place. Adequate ventilation and cleaning of contact surfaces must take place after the 24 hour withdrawal period and prior to resumption of processing of organic food within the treated area.
11.8.11	Permission to use restricted treatments should be sought in advance from OF&G. The application should detail reasons for use, substance and details of the procedures to avoid product contamination. In exceptional circumstances, treatment may be carried out and OF&G notified within two working days.	
11.8.12	Any control substances not listed as permitted or restricted for use in Sections 11.8.08 to 11.8.10, including organo-phosphates and known carcinogenic substances, are prohibited.	

11.9 Records for Traceability and Mass Balance

11.9.01	<ul style="list-style-type: none"> (i) Records must be kept with full details of all raw materials bought in. These should include, as a minimum, type of ingredient, amount, supplier, date, batch number; (ii) It must be possible to trace all ingredients used, from intake through to the final products and to compare quantities of organic ingredients used with quantities of finished products made (i.e. do a mass balance); (iii) Controls and records should be such that traceability of ingredients/products is not lost at any stage during the production/packing/despatch process; (iv) These records should include material used for bleed runs, rework and work-in-progress where applicable. (OF&G Record Sheets may be used); (v) A complete physical stocktake of the site should be done at least once per year.
11.9.02	<p>To complete a mass balance calculation or reconciliation between inputs and outputs, the following information is normally required. It can be done over a day, a week or a month depending on the type of business:</p> <ul style="list-style-type: none"> (i) Quantities of raw materials in stock; (ii) Quantities of raw material delivered; (iii) Quantities of finished products made and their recipes; (iv) Wastage (including bleed run material); (v) Quantities of finished products sold; (vi) Quantities of finished products remaining in stock. <p>OF&G Record Sheet 56 can be used for calculating a mass balance.</p>

11.9.03	<p>Examples of despatch records:</p> <ul style="list-style-type: none"> (i) Wholesale transaction – copy of despatch/delivery note or sales invoice; (ii) Retail outlet – carbon copy from duplicate book or till record; (iii) Home delivery scheme (e.g. veg box) - copy of list of ingredients of standard veg boxes sent out each week plus details of special orders; (iv) Restaurant – daily menu, recipe sheets and record of numbers of each type of meal sold.
11.9.04	<p>(Article 66 (1) (889/2008))</p> <p>Stock and financial records shall be kept on the premises and shall enable the operator to identify, and OF&G to verify:</p> <ul style="list-style-type: none"> (a) The supplier and, where different, the seller, or the exporter of the products; (b) The nature and the quantities of organic products delivered to the unit and, where relevant, of all materials bought and the use of such materials, and, where relevant, the composition of the compound feedingstuffs; (c) The nature and the quantities of organic products held in storage at the premises; (d) The nature, the quantities and the consignees and, where different, the buyers, other than the final consumers, of any products which have left the unit or the first consignee's premises or storage facilities; (e) In case of operators who do not store or physically handle such organic products, the nature and the quantities of organic products bought and sold, and the suppliers, and where different, the sellers or the exporters and the buyers, and where different, the consignees.
11.9.05	<p>(Article 66 (2 – 3) (889/2008))</p> <p>The documentary accounts shall also comprise the results of the verification at reception of organic products and any other information required by the control authority or control body for the purpose of proper control. The data in the accounts shall be documented with appropriate justification documents. The accounts shall demonstrate the balance between the input and the output.</p> <p>Where an operator runs several production units in the same area, the units for non organic products, together with storage premises for input products must also be subjected to the minimum control requirements.</p>
11.9.06	<p>(Article 67 - 68 (889/2008))</p> <p>Processors must keep accurate records of their processing activities and make these available to OF&G. The records must be sufficiently comprehensive to allow the organic raw materials used in finished products to be traced back to the original source. The records must be retained for a period of not less than 3 years.</p> <p>Records should include:</p> <ul style="list-style-type: none"> (i) The origin, nature and quantities of organically produced agricultural products which have been delivered to the unit; (ii) The origin, nature and quantities of non-organically produced agricultural products, non-agricultural ingredients and processing aids which have been delivered to the unit; (iii) The composition of the organically produced products; (iv) The nature, quantities and consignees of the organically produced products which have left the unit;

11.9.06 cont.	<ul style="list-style-type: none"> (v) Stock records for raw materials and finished products; (vi) Plant cleaning schedules including a list of all substances used; (vii) Details of any fumigation treatment of premises or equipment including dates of treatment, method of application, substances used, person or organisation responsible for the treatment, clearance time between completion of the treatment and the commencement of processing operations on organic products; (viii) Pest control records including a list of the substances used.
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11.10 Training

11.10.01	<p>All Staff whose activities may affect the integrity of the organic products (including goods-in, processing, packing and cleaning staff) must be trained so that they fully understand the organic procedures and comply with them.</p> <p>There must be records to show this training has taken place.</p>
11.10.02	<ul style="list-style-type: none"> (i) A copy of this Manual must be on site and available for all staff with responsibility for organic processing operations; (ii) A simple procedure must be written by each operator to explain how the organic requirements (summarised at Section 11.2.01) apply to their process; (iii) The HACCP (see Section 11.6) must be taken into account when drawing this up; (iv) Staff must be trained to understand and comply with this procedure.

11.11 Non-Approved Processes

11.11.01	Certain processes such as ionising radiation, solvent extraction and hydrogenation of oils, are not allowed in organic processing.
11.11.02	<p>(Article 10 (834/2007))</p> <p>The product or its ingredients must not have been subject to treatments involving the use of ionising radiation.</p>
11.11.03	Slow and ritual methods of livestock slaughter are not permitted.

11.12 Packaging

11.12.01	Packaging must be adequate to protect the product and be stored off the floor and away from walls, in clean, dry conditions. Packaging should be made of environmentally benign (i.e. biodegradable) materials and/or be returnable where practicable.
11.12.02	<i>As far as is reasonably practicable, biodegradable materials made from plant materials, e.g. starch-based plastic, should be used for the packaging of organic products.</i>
11.12.03	Materials used for product packaging must be of food grade quality, clean, unused and be strong enough to protect the product during handling, transit and as appropriate display. The packaging must not affect the organoleptic character of the product or transmit to it any substances in quantities that may be harmful to human health.
11.12.04	<i>Partnership Programme – PVC films free from plasticisers may only be used for non-fat foods.</i>

11.12.05	Partnership Programme – Aluminium foils are not permitted when in direct contact with acidic foods (equal to or less than pH 4.5) or salty foods (in excess of 2%) unless the film has been lacquered.
11.12.06	Partnership Programme – Expanded polystyrene packaging made with CFCs is not permitted.

11.13 Labelling and Marketing

The full Standards and Guidance Notes for the Labelling of Organic Products are given in Section 4 of this Manual. The notes below give a brief summary.

11.13.01	<p>A product label must clearly and accurately describe the product – it must <u>not</u> be misleading. It must also comply with all relevant legislation.</p> <p>UK law states that food products must be labelled with:</p> <ul style="list-style-type: none"> (i) The name of the food; (ii) Declaration of quantity (weight or volume); (iii) A list of the ingredients in descending order; (iv) A ‘use by’ or ‘best before date’ (if this does not provide sufficient traceability, a batch code must also be used); (v) Usage or storage instructions; (vi) The name and contact details of the manufacturer, packer or seller.
11.13.02	<p>For organic products, the following is also required:</p> <ul style="list-style-type: none"> (i) The statement ‘<u>GB-ORG-XX</u>’ must be on the label of all food / feed products to identify the control body with which the producer/processor is registered. (For OF&G licensees, the code is GB-ORG-02); (ii) In the list of ingredients, the organic items must be clearly differentiated from those that are non-organic.
11.13.03	<p>Use of the control body’s logo is voluntary. However it is useful as a marketing aid and OF&G’s logo includes the statement ‘GB-ORG-02’, and thus incorporates the requirement at Section 11.13.02 (i).</p>

11.14 Effluent Control

11.14.01	<p><i>One of the basic principles of organic farming is the avoidance of pollution.</i></p> <ul style="list-style-type: none"> (a) <i>Organic processing enterprises must follow the same principle and develop procedures to minimise their impact on the environment;</i> (b) <i>Waste materials should be recycled or processed on site wherever possible to minimise their impact on the environment.</i>
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11.15 Specific Provisions for Animal Feed Processors

11.15.01	<p>(Article 87 (889/2008))</p> <p>This Section applies to any unit involved in the preparation of animal feedingstuffs, compound feed and the feed materials on its own account or on behalf of a third party, where these products carry or are intended to carry references to the organic production method.</p>
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11.15.02	<i>The detailed requirements for the labelling of animal feeds are given in Section 4.3 and for the constituents of animal feeds in Section 8.4.</i>
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Initial Inspection

11.15.03	<p>(Article 88 (1) (889/2008))</p> <p>The full description of the unit must:</p> <p>Indicate the facilities used for the reception, preparation and storage of the products intended for animal feed before and after the operations concerning them;</p> <ul style="list-style-type: none"> (i) Indicate the facilities used for the storage of other products used to prepare feedingstuffs; (ii) Indicate the facilities used to store products for cleaning and disinfection; (iii) Indicate, where necessary, the description of the compound feedingstuff that the operator intends to produce, in accordance with Article 5(1)(a) of Directive 79/373/EEC, and the livestock species or class for which the compound feedingstuff is intended; (iv) Indicate, where necessary, the name of the feed materials that the operator intends to prepare.
11.15.04	<p>(Article 88 (2) (889/2008))</p> <p>The measures taken by operators, to guarantee compliance with this Regulation must include:</p> <ul style="list-style-type: none"> (i) In particular an indication of the precautionary measures to be taken in order to reduce the risk of contamination by unauthorised substances or products, the cleaning measures implemented and the monitoring of their effectiveness; (ii) Identification of all elements of their activities crucial for guaranteeing at all times that the products prepared in such units comply with the requirements of this Manual; (iii) The establishment and implementation of, compliance with and updating of appropriate procedures, based on the principles of the HACCP (Hazard Analysis and Critical Control Points) system.
11.15.05	<p>(Article 88 (3) (889/2008))</p> <p>OF&G shall use these procedures to carry out a general evaluation of the risks attendant on each preparation unit and to draw up an inspection plan. This inspection plan must provide for a minimum number of random samples depending on the potential risks.</p>

Inspection Visits

11.15.06	<p>(Article 90 (889/2008))</p> <p>In addition to the complete annual visit:</p> <ul style="list-style-type: none"> (i) OF&G must make targeted visits based on a general evaluation of the potential risks of non-compliance with this Manual; (ii) OF&G shall pay particular attention to the critical control points pointed out for the operator, with a view to establishing whether the surveillance and checking operations are carried out as they should be; (iii) All the premises used by the operator for the conduct of his activities may be inspected as frequently as the attendant risks warrant.
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Documentation

11.15.07	(Article 89 (889/2008)) For the purposes of inspection of the operations records shall include information on the origin, nature and quantities of feed materials, additives, sales and finished products.
11.15.08	<i>The detailed requirements for record keeping are specified in Section 14 of this Manual.</i>

Receipt of Products

11.15.09	(Article 66 (889/2008)) On receipt of ingredients for organic feeds, operators must check the closure of the packaging or container where it is required, check the organic labelling (where appropriate) and cross-check this with information on accompanying documentation. The results of these checks should be recorded.
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Processing Units

11.15.10	(Article 26 (889/2008)) When preparing products, operators must ensure that: <ul style="list-style-type: none"> (i) Organically-produced feedingstuffs or feedingstuffs derived therefrom, in-conversion feedingstuffs or feedingstuffs derived therefrom, and conventional feedingstuffs are effectively physically separated; (ii) All equipment used in units preparing compounded feedingstuffs covered in this Manual is completely separated from equipment used for compounded feedingstuffs not covered in this Manual.
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Transporting products to other preparation units or storage premises

11.15.11	(Article 32 (889/2008)) Operators must ensure that the following conditions are met: <ul style="list-style-type: none"> (i) During transport, organically-produced feed, in-conversion feed and non organic feed must be effectively physically separated; (ii) The vehicles and/or containers which have transported non-approved products may be used to transport approved products if: <ul style="list-style-type: none"> (a) Suitable cleaning measures, the effectiveness of which has been checked, have been carried out before commencing the transport of products covered in this Manual. Operators must record these operations; (b) Operators must ensure that all appropriate measures are implemented, depending on the risks evaluated in accordance with Sections 11.15.05 and 11.15.06, and where necessary, guarantee that products which do not conform to these Standards cannot be placed on the market with an indication referring to organic farming; (c) The operator shall keep documentary records of such transport operations available for the control body or control authority; (iii) The finished products referred to in this Manual are transported separately from other finished products physically or in time; (iv) During transport, the quantity of products at the start and each individual quantity delivered in the course of a delivery round must be recorded.
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11.16 Specific Rules for the Making of Wine**Scope**

11.16.01	(Article 29b (1) (203/2012)) This section lays down specific rules for the organic production of the products of the wine sector as referred to in Article 1(1)(l) of Council Regulation (EC) No 1234/2007.
11.16.02	(Article 29b (2) (203/2012)) Commission Regulations (EC) No 606/2009 and (EC) No 607/2009 shall apply, save as explicitly provided otherwise in this section.

Use of Certain Products and Substances

11.16.03	(Article 29c (1) (203/2012)) For the purposes of Section 11.1.05 (a), products of the wine sector shall be produced from organic raw material.
11.16.04	(Article 29c (2) (203/2012)) For the purposes of Section 11.1.05 (b), only products and substances listed in Section 10.3.05 can be used for the making of products of the wine sector, including during the processes and oenological practices, subject to the conditions and restrictions laid down in Regulation (EC) No 1234/2007 and Regulation (EC) No 606/2009 and in particular in Annex I A to that Regulation.
11.16.05	(Article 29c (3) (203/2012)) Products and substances listed in Section 10.3.05 of this Manual and marked with an asterisk, derived from organic raw material, shall be used if available.

Oenological Practices and Restrictions

11.16.06	(Article 29d (1) (203/2012)) Without prejudice to Sections 11.16.03 to 11.16.05 and to specific prohibitions and restrictions provided for in Sections 11.16.07 to 11.16.09 only oenological practices, processes and treatments, including the restrictions provided for in Article 120c and 120d of Regulation (EC) No 1234/2007 and in Articles 3, 5 to 9 and 11 to 14 of Regulation (EC) No 606/2009 and in their Annexes, used before 1 August 2010 are permitted.
11.16.07	(Article 29d (2) (203/2012)) The use of the following oenological practices, processes and treatments is prohibited: <ul style="list-style-type: none"> a) partial concentration through cooling according to point (c) of Section B.1 of Annex XVa to Regulation (EC) No 1234/2007; b) elimination of sulphur dioxide by physical processes according to point 8 of Annex I A to Regulation (EC) No 606/2009; c) electro dialysis treatment to ensure the tartaric stabilisation of the wine according to point 36 of Annex I A to Regulation (EC) No 606/2009; d) partial dealcoholisation of wine according to point 40 of Annex I A to Regulation (EC) No 606/2009; e) treatment with cation exchangers to ensure the tartaric stabilisation of the wine according to point 43 of Annex I A to Regulation (EC) No 606/2009.

11.16.08	<p>(Article 29d (3) (203/2012))</p> <p>The use of the following oenological practices, processes and treatments is permitted under the following conditions:</p> <ul style="list-style-type: none"> a) for heat treatments according to point 2 of Annex I A to Regulation (EC) No 606/2009, the temperature shall not exceed 70 °C; b) for centrifuging and filtration with or without an inert filtering agent according to point 3 of Annex I A to Regulation (EC) No 606/2009, the size of the pores shall be not smaller than 0.2 micrometer.
11.16.09	<p>(Article 29d (4) (203/2012))</p> <p>The use of the following oenological practices, processes and treatments shall be re-examined by the Commission before 1st August 2015 with a view to phase out or to further restrict those practices:</p> <ul style="list-style-type: none"> a) heat treatments as referred to in point 2 of Annex IA to Regulation (EC) No 606/2009; b) use of ion exchange resins as referred to in point 20 of Annex IA to Regulation 606/2009; c) reverse osmosis according to point (b) of section B.1 of Annex XVa to Regulation (EC) No 1234/2007.
11.16.10	<p>(Article 29d (5) (203/2012))</p> <p>Any amendment introduced after 1 August 2010, as regards the oenological practice, processes and treatments provided for in Regulation (EC) No 1234/2007 or Regulation (EC) No 606/2009, may be applicable in the organic production of wine only after the adoption of the measures necessary for the implementation of the production rules provided for in Section 11.1.05 (3) and, if required, an evaluation process according to Section 11.1.07.</p>

Catastrophic Circumstances

11.16.11	<p>(Article 47 (e) (889/2009))</p> <p>Defra may authorise, on a temporary basis, the use of sulphur dioxide up to the maximum content to be fixed in accordance with the Annex 1 B to Regulation (EC) No 606/2009 if the exceptional climatic conditions of a given harvest year deteriorate the sanitary status of organic grapes in a specific geographical area because of severe bacterial attacks or fungal attacks, which oblige the winemaker to use more sulphur dioxide than in previous years to obtain a comparable final product.</p> <p>Upon approval by Defra, the individual operators shall keep documentary evidence of the use of the above exceptions.</p>
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Transitional Measures

11.16.12	<p>(Article 96 (10) (889/2008))</p> <p>Stocks of wines produced until 31 July 2012 in accordance with either Regulation (EEC) No 2092/91 or Regulation (EC) No 834/2007 may continue to be brought on the market until stocks are exhausted, and subject to the following requirements:</p> <ul style="list-style-type: none"> a) the Community organic production logo as referred to in 4.2.08, called from 1 July 2010 the 'Organic logo of the EU' may be used provided that the wine-making process complies with Section 11.16 of this Manual;
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11.16.12 cont.	<p>b) operators using the 'Organic logo of the EU' shall keep recorded evidence, for a period of at least five years after they placed on the market the wine obtained from organic grapes, including of the corresponding quantities of wine in litres, per wine category and per year;</p> <p>c) where the evidence referred to in point (b) above is not available, such wine may be labelled as 'wine made from organic grapes', provided that it complies with the requirements of this Regulation except those provided for in Section 11.16 of this Manual;</p> <p>d) wine labelled as 'wine made from organic grapes' cannot bear the 'Organic logo of the EU'.</p>
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Section 12
Standards for the slaughter of farmed livestock
(inc. poultry)

12.0 Contents Page

This Section explains the requirements for organic certification of slaughterhouses, for both red meat animals and poultry. A slaughterhouse registered with OF&G must comply with the organic regulations in addition to all other relevant legislation and industry good practice, with the welfare of the animals being paramount.

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12.1 Introduction

12.1.01	<p>Requirements for the slaughter of organic livestock are not detailed in the OF&G Standards because there are comprehensive and detailed regulations in the UK for the slaughter of all farmed animals, whether organic or not.</p> <p>These regulations stress the importance of providing good welfare for animals, up to and including the time of slaughter. They also set out general hygiene rules (based on HACCP), training, cleaning, structural and maintenance requirements.</p> <p>For organic certification, there must also be compliance with organic requirements at all stages in the slaughter process. (See Section 12.2.01 below)</p>
12.1.02	<p>A slaughterhouse registered with OF&G for slaughter of organic livestock must be aware of and comply with all relevant legislation and industry good practice, with the welfare of the animals being paramount.</p> <p>At every premises there must be a member of staff who has been trained in animal welfare and who is responsible for safeguarding animal welfare.</p> <p>Anyone handling live animals or carrying out stunning or sticking, must have the knowledge, skill and equipment to perform the task humanely and efficiently. This will ensure that the animals are not subjected to avoidable excitement, pain or suffering at any time.</p>

12.2 Summary of Additional Requirements for Organic Certification

12.2.01	<p>In addition to the legislation and recommendations detailed in Sections 12.1.01 and 12.1.02 above, an organic slaughterhouse must comply with the requirements of Section 11 of this Manual, 'Operational Requirements for Organic Processing Operations'. These, as they apply to abattoirs, are summarised below.</p> <p>Each slaughterhouse must:</p> <ul style="list-style-type: none"> (i) Have a written procedure for the slaughter of organic livestock; (ii) Ensure that staff are trained to understand the organic requirements. This training should be documented and staff monitored to ensure they comply; (iii) Check proof of organic status and maintain traceability of animals from intake through to despatch of carcasses or butchered meat. (An 'organic' stamp for carcasses is available from OF&G.); (iv) Ensure that organic animals are kept separate from non-organic livestock at delivery, intake and during lairage and slaughter; (v) Ensure that organic carcasses and the meat subsequently butchered from them are kept separate at all times from non-organic carcasses and meat. Details of time of slaughter and pre-cleaning must be recorded; (vi) Rinse all cleaning chemicals from product contact surfaces (including knives) before organic processing commences; (vii) Ensure that only approved pest control chemicals are used and that these do not contaminate meat or packaging materials.
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12.3 Specific Exclusions

12.3.01	<p>Religious Slaughter: OF&G requires that animals are pre-stunned to render them insensible before being killed, so does not endorse those methods of religious slaughter where the animal is fully sensible when being killed.</p>
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12.3.02	Pre-slaughter Injection with Tenderising Substances: This practice is not allowed.
12.3.03	<p><u>Electric Goads</u>: (Article 18 (4) (889/2008))</p> <p>Loading and unloading of animals shall be carried out without the use of any type of electrical stimulation to coerce the animals. The use of allopathic tranquilisers, prior to or during transport, is prohibited.</p>

12.4 Responsibility for Welfare; Enforcement of the Regulations

12.4.01	<p><i>The welfare of animals in transit is the responsibility of the producer, or the haulier as a sub-contractor of the producer.</i></p> <p><i>Once they enter the curtilage of the slaughterhouse, welfare becomes the joint responsibility of the producer and slaughterhouse.</i></p> <p><i>After unloading, their welfare is the responsibility solely of the slaughterhouse.</i></p>
12.4.02	<p><i>The enforcement of welfare during transit is the duty of the Local Authority or the Animal Health Veterinary Service.</i></p> <p><i>Once unloaded, enforcement of their welfare is the duty of the Official Veterinary Surgeon (OVS).</i></p>

12.5 Transport

12.5.01	No person shall transport any animal in a way that causes, or is likely to cause, injury or unnecessary suffering to that animal.
12.5.02	<p>To achieve the above:</p> <ul style="list-style-type: none"> (i) Animals should have organic food, water and 24 hours rest before starting a journey; (ii) Animals must be fit for the journey; (iii) Competent and trained people should load, transport and unload the animals. This should be done calmly and without rushing; (iv) The vehicle should meet statutory construction requirements and be appropriate for the species transported and for the journey. It should be driven carefully with consideration for the animals. If necessary, the driver should stop to check the animals during the journey; (v) The vehicle should give the animals enough floor space and headroom. It should protect them from the weather and have effective air circulation; (vi) Partitions should be used where necessary, to divide the vehicle (to prevent animals falling or being injured) or to divide separate groups of animals (where different social groups are being transported); (vii) Correct documents must be completed and carried in the vehicle; (viii) Relevant cleaning and disinfection rules must be complied with.
12.5.03	Council Regulation (EC) No 1/2005 on the protection of animals during transport and related operations requires that transporters of vertebrate animals are trained in the relevant technical provisions of the Regulation. For transporters they cover: fitness for travel; the means of transport; use of its facilities; loading, unloading and handling; watering and feeding intervals; journey times and rest periods; space allowances; and documentation.

12.5.04	<i>Where animals are sent to market and then directly on to an abattoir, the total time should be taken into account and water and organic feed given if appropriate.</i>
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12.6 Unloading

12.6.01	The slaughterhouse must have suitable equipment and facilities for unloading animals and they should be unloaded with the minimum of delay and without causing stress or suffering.
12.6.02	If delay is unavoidable, livestock must be protected from adverse weather conditions and provided with adequate ventilation.
12.6.03	<i>Animals should ideally be able to walk off wagons onto a secure level area leading directly into the lairage, avoiding any sharp turns. (Animals dislike going downhill and they risk injury from jumping, slipping or falling.)</i>
12.6.04	<i>A designated and competent member of staff should assess the health and well-being of the animals on arrival.</i>
12.6.05	<i>There may be a need for immediate slaughter, where an animal is injured, or for isolation where animals are suspected of disease. (Investigations should follow in both cases.)</i>
12.6.06	<i>There may exceptionally be occasions (e.g. due to traffic problems or breakdowns in the slaughter line) when animals have to stay in the delivery wagon, but alternative arrangements should be made wherever possible.</i>

12.7 Design and Maintenance of the Slaughterhouse

12.7.01	The construction, facilities, equipment and operations must be such as to spare animals any avoidable excitement, pain, injury or suffering. Floors should be non-slip in all areas. The place of killing should be sited so as to minimise the handling of animals at any time up to the point of killing.
12.7.02	<i>Ideally animals should be moved from the unloading bay to the holding pen and on to the stunning/slaughter area as directly as possible. There should be as few turns and corners as possible and the route the animals take should encourage forward movement.</i>

12.8 Lairage

12.8.01	<i>Optimum lairage times vary according to type of animal, but as a general rule, they should be as short as possible and lairage capacity should be matched to the throughput of the slaughterhouse.</i>
12.8.02	Every animal should be protected from adverse weather conditions and provided with adequate ventilation. (Note: Ventilation should ensure that temperature, humidity and ammonia levels are kept within limits that are not harmful to animals.)
12.8.03	Water must be available to all animals at all times in the lairage.
12.8.04	A sufficient quantity of wholesome feed should be given on arrival and twice daily thereafter, but not within 12 hours of slaughter.

12.8.05	The feed should be organic and records should be kept to prove organic status and quantity of feed given.
12.8.06	Animals should have sufficient space to stand up, lie down and turn around without difficulty when penned. Any animal that is tethered should be able to stand up and lie down without difficulty.
12.8.07	An adequate supply of suitable bedding must be provided for all animals kept in lairage overnight, unless the lairage has a slatted or mesh floor.
12.8.08	Where a field is used as lairage, the animals should be checked regularly and provided with water, organic feed and protection from adverse weather.
12.8.09	Any animals that might injure each other on account of their sex, age, origin or any other reason should be kept and lairaged apart from each other.
12.8.10	Organic animals must be kept separately from other animals, in pens clearly labelled 'organic'.
12.8.11	<p><i>Handling for identification:</i></p> <p>Cattle: <i>All cattle should be checked to ensure the passport corresponds with the animal's ear tag. Mouths of cattle may also need to be checked to confirm age. The additional handling required for this identification causes additional stress, so care should be taken.</i></p> <p>Pigs: <i>All pigs being moved to slaughter must be identified by either an eartag or a tattoo containing the Defra herdmark or a slapmark. A slapmark must be legible on each shoulder area of the pig.</i></p> <p><i>Pigs going to slaughter must use an eartag capable of surviving the processing of the carcass following slaughter.</i></p>

12.9 Sick or injured animals

12.9.01	<p>The condition and health of all animals should be inspected on arrival at the slaughterhouse and subsequently at least every morning and evening by a competent person.</p> <p>Any animal judged to be sick or injured should be kept apart from other animals and stunned and slaughtered without delay.</p>
12.9.02	Any animals too young to take solid feed should be slaughtered immediately after arrival at the slaughterhouse.

12.10 Handling Aids and Goads

12.10.01	OF&G does not sanction the use of electric goads. (See Section 12.3.03)
12.10.02	<i>Other, more benign methods of encouraging livestock to move (e.g. flags, flappers, pig boards) should not be used inappropriately.</i>

12.11 Stunning and Killing Equipment

12.11.01	No person shall stun, slaughter or kill, or cause or permit to be stunned, slaughtered or killed, any animal without restraining it in an appropriate manner in such a way as to spare it any avoidable pain, suffering, agitation, injury or contusions.
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12.11.02	<i>Animal welfare legislation prescribes permitted methods of stunning and killing and lays down specific requirements for their operation. The equipment must be suitable and well maintained. It must be operated by trained competent personnel who must ensure that an effective stun is achieved and that the animal is then bled before recovering consciousness.</i>
12.11.03	<i>Suitable spare equipment must be kept for emergency use at the site where stunning / killing takes place. This equipment should be kept well-maintained and easily accessible for the areas where it may be required (unloading, lairage and slaughter line).</i>
12.11.04	<i>The Official Veterinary Surgeons (OVS) has to make an assessment, once the equipment is installed, that it is capable of producing the required stun or kill. The maintenance schedule should be relevant to the operation of the equipment and maintenance records should be kept.</i>
12.11.05	Monitoring of stunning: The slaughterhouse operator should ensure that the stunning / killing process is monitored and this monitoring should be audited by the OVS.

12.12 Stunning and Killing Cattle

12.12.01	<i>Cattle should not be allowed to enter the stunning box unless staff are ready to stun and slaughter immediately.</i>
12.12.02	<i>Floors within the stunning box should be level with no obstructions or steps that tend to contribute to levels of distress. Distractions such as plastic curtains, light, noise or air currents, both at the point of entry and within the box itself may hinder animals entering the box or interfere with restraint of the head or stunning itself.</i>
12.12.03	Animals must be bled without delay after being stunned. The bleeding must be: <ul style="list-style-type: none"> (i) Rapid, profuse and complete; (ii) Must be completed before the animal regains consciousness; (iii) Must be carried out by severing at least one of the carotid arteries or the vessels from which they arise.
12.12.04	<i>No further dressing procedure may be carried out on the animal before bleeding has ended and in any event, in not less than 20 seconds after sticking for sheep, goats and pigs and 30 seconds for cattle.</i>

12.13 Stunning and Killing Sheep and Pigs

12.13.01	<i>Group stunning pens: These are used for sheep, pigs, calves and goats where animals are to be stunned with either a captive bolt or head-only electrical methods. The pen should not be so full that it is difficult for the operators to move freely or position the stunning equipment accurately that may cause accidental pre-stun shocks. The operators should move quietly and gently so as not to agitate the animals.</i>
12.13.02	<i>Automated restrainers and conveyors: These are used in large through-put abattoirs and should be carefully designed and operated to minimise stress to the animals. Animals should not be left waiting in the pre-stun race or in the restrainer.</i>

12.13.03	<i>Head-only electrical stunning is mainly used for sheep and pigs. A successful stun is heavily dependent on the skill of the operator in positioning the electrodes accurately and delivering sufficient current to render the animal unconscious. The performance of the operator, design of the electrodes (tongs), maintenance of equipment, layout of the stunning pens and number of animals being handled will all affect the efficiency of the operation. This should be closely monitored and immediate action taken where necessary.</i>
12.13.04	<p>GAS-KILLING SYSTEMS FOR PIGS</p> <p>The killing of pigs by exposure to carbon dioxide (CO₂) is permitted under current EU and UK legislation. However high concentrations of CO₂ can cause distress to the animals, so OF&G will need to see evidence that the procedure has been designed to minimise stress before approving this method of slaughter.</p>
12.13.05	<ul style="list-style-type: none"> (i) The pigs should be rendered rapidly unconscious by the gas; (ii) An irreversible state of unconsciousness (death) must be reached in all pigs prior to sticking. (iii) There should be adequate monitoring of the system and efficient evacuation in the event of any system failure.

12.14 Specific requirements for Poultry Slaughter

12.14.01	<p><i>General Welfare:</i></p> <ul style="list-style-type: none"> (i) <i>There should never be undue delay in lairage – there should be careful management of incoming birds and planning of arrival times to facilitate humane treatment;</i> (ii) <i>Containers should be checked and any injured or trapped birds removed as soon as possible. (Injured birds should be slaughtered immediately);</i> (iii) <i>Birds should be protected from adverse weather conditions and adequate ventilation provided. If slaughter is delayed, they should be provided with feed and water.</i>
12.14.02	<p>Where birds are delivered in containers, these containers should be handled with care and not thrown, dropped or turned over.</p> <p>Where appropriate, the birds should be unloaded from the containers individually.</p>
12.14.03	<i>It is recommended that birds are unloaded in subdued lighting and that there are no sudden loud noises.</i>
12.14.04	The shackle line, machine or other equipment should be designed for the type, size and weight of birds to be slaughtered.
12.14.05	Shackle lines should be designed to keep birds clear of any obstruction, reduce disturbance to a minimum and the whole length should be immediately accessible so that any bird can receive attention if necessary.
12.14.06	Lines should run at a pace that avoids injury to birds and allows the operator to be certain that effective stunning and cutting has taken place, or to take necessary remedial action

12.14.07	<ul style="list-style-type: none"> (i) Broken or mis-shapen shackles may not be used; (ii) Birds should be hung by both legs and precautions taken to stop birds escaping, once suspended; (iii) Birds with broken legs must never be hung on shackles, they must be slaughtered immediately; (iv) No birds may be hung for more than 2 minutes before slaughter, other than turkeys which may be hung for up to 3 minutes.
12.14.08	<p><u>Requirements for Waterbath Stunning</u></p> <ul style="list-style-type: none"> (i) The level of water in the waterbath must be adjusted to ensure there is good contact with each bird's head; (ii) The strength and duration of the current used should be such that the bird is immediately rendered unconscious and remains so until it is dead; (iii) Where poultry are stunned in groups in a water bath, a voltage sufficient to produce a current strong enough to ensure that every bird is stunned should be maintained; (iv) Appropriate measures should be taken to ensure that the current passes efficiently, in particular that there are good electrical contacts and that the shackle-to-leg contact is kept wet; (v) The waterbath must be adequate in size and depth for the type of bird being stunned; (vi) The waterbath must not overflow at its entrance, or if this is unavoidable, measures must be taken to ensure that no bird receives pre-stun shocks; (vii) The electrode which is immersed in the water should extend the length of the waterbath; (viii) At all times, when birds are slaughtered, there must be someone in attendance to ensure that the stun has been effective, or if not, to kill the bird without delay.
12.14.09	<ul style="list-style-type: none"> (i) After stunning, the birds should be bled without delay. (ii) At least one of the carotid arteries, or vessels from which they arise, should be severed.
12.14.10	No further dressing procedure should be carried out before the bleeding has ended and in any event not less than 2 minutes for turkeys or geese, or not less than 90 seconds for other birds.

12.15 Stunning to Bleeding Intervals and Methods of Bleeding

12.15.01	<i>The slaughterhouse should have a code of practice for the maximum stun to bleed times for the methods of stunning used and should monitor procedures to ensure compliance.</i>
12.15.02	<p><i>Electrical head-only stunning is reversible, so any delay in bleeding the animal has serious welfare implications. The stun to bleed interval should not be more than 15 seconds.</i></p> <p><i>OF&G supports this amendment (for pigs and sheep only) provided that for head-only electrical stunning, a maximum stun to bleed time of 15 seconds is achieved.</i></p>
12.15.03	Pithing: <i>It was previously common practice to pith cattle, to ensure unconsciousness and reduce spasms. As a result of BSE, it is now illegal to pith animals whose meat is intended for human consumption. This means that the animal may recover after stunning so it is important that it is bled quickly.</i>
12.15.04	Bleeding: <i>To ensure rapid death, it is current practice in the UK to cut both carotid arteries and jugular veins or do a thoracic stick.</i>

12.16 Assessment of Unconsciousness

12.16.01	Relevant slaughterhouse staff must be trained to recognise the signs of unconsciousness and should do this routinely.
12.16.02	<i>A short checklist of the key signs of unconsciousness should be available for staff.</i>

12.17 Licensing, Training and Staffing

12.17.01	<u>Licensing</u> : In the UK, anyone slaughtering animals needs a certificate of competence issued by an Official Veterinary Surgeon (OVS). This states the operations, species, equipment or instructions for which the applicant has been assessed and licences are only issued for these activities. Once a licence is issued, it is valid for life unless revoked or suspended.
12.17.02	<u>Training</u> : Slaughterhouses should have an appropriate training regime to ensure that all staff are fully competent at their jobs. Welfare of animals at slaughter must form an integral part of this training, for any staff working with live animals. Individual training records should be kept.
12.17.03	<u>Staffing</u> : <i>It is important to have sufficient staff to avoid fatigue on the slaughter line, because this can negatively affect animal welfare. Rotating jobs amongst a small group of fully trained staff may be a useful way of reducing fatigue.</i>

12.18 Animal Welfare Officers

12.18.01	At all times when there are live animals on the premises, there should be a person available who is competent, and who has authority to take whatever action may be necessary to safeguard the welfare of the animals.
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12.19 Level of Veterinary Supervision

12.19.01	The OVS must supervise the ante-mortem inspection and the slaughter process.
12.19.02	<i>Other staff in the slaughterhouse should be trained to carry out other elements of the day to day welfare monitoring.</i>

12.20 Good Hygiene Practice in the Slaughterhouse

12.20.01	Procedures put in place must be based on HACCP principles.
12.20.02	<i>To reduce contamination in the slaughterhouse, only clean animals should be presented for slaughter. (Dirty animals should be cleaned or returned to their owners.)</i>
12.20.03	<p>General good practice to reduce cross-contamination in the slaughterhouse</p> <ul style="list-style-type: none"> (i) <i>All equipment should be kept clean and well-maintained and checked before use to make sure it is functioning and in good condition so as to prevent damage to carcasses;</i> (ii) <i>All cutting equipment should be rinsed and disinfected between carcasses;</i> (iii) <i>Water used for disinfection should be at least 82°C;</i> (iv) <i>All water used should be potable and should be tested monthly;</i> (v) <i>Staff should rinse their hands, arms and aprons, as appropriate, between carcasses;</i> (vi) <i>When carcasses are rinsed, care should be taken to avoid cross-contamination by water sprays;</i>

12.20.03 cont.	<p>(vii) <i>Pigs should be fully bled before scalding to prevent inhalation. The water in the scalding tank should be potable and should be changed frequently to keep it clean;</i></p> <p>(viii) <i>Cattle/sheep: oesophagus should be tied off or clipped and guts should be bunged or sealed to prevent leakage;</i></p>
12.20.04	<p>Specified Risk Material</p> <p>Staff should be fully trained in procedures to remove, stain and dispose of SRM in accordance with the SRM Regulations.</p>

12.21 Traceability

12.21.01	Carcases and cuts must carry a mark that identifies the slaughterhouse where the animals were killed.
12.21.02	All carcases and cuts must be traceable back to the consignment of animals delivered and hence to the producer.
12.21.03	<p>In addition to the traceability requirements in Sections 12.23.01 and 12.23.02 above, all organic carcases and cuts (other than poultry) should be stamped with an 'organic' stamp, (obtainable from OF&G once certification has been awarded).</p> <p>For poultry, this information should be on the packaging or despatch documentation.</p>
12.21.04	If offals are to be sold as organic, they must be kept separate from non-organic offals and be directly traceable back to the batch of organic animals they originated from.

12.22 Contingency Planning

12.22.01	<i>A contingency plan should be in place in the event of a line breakdown, fire, accidents, vehicle breakdowns, and equipment failure etc. that delivers the best welfare outcome for the livestock already in the plant</i>
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Section 13 Operating Procedures for Importers

13.0 Contents Page

This Section explains the operating procedures, which must be followed by a registered importer of organic products. These procedures are specified in the Council Regulation 834/2007 and Commission Regulation 1235/2008.

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13.1 Organic Imports from within the EU (Direct Access)

13.1.01	<p>Importers bringing organic pre-packed goods into the UK from other EU countries can be sold freely as organic, provided it is produced or processed by an operator registered with an approved EU Organic Control Body and provided the EU importer is registered for storage and distribution by a UK Organic Control body. Where the organic pre-packed goods detail a UK brand owner the brand owner must be licensed and comply with the UK Organic Control Bodies Standards.</p> <p><i>Note: In addition pre-packaged and pre-labelled organic products imported directly by a retailer for direct sale to the end user are exempt from the certification requirement under Article 28 (834/2007).</i></p>
13.1.02	<p>Where further processing or re-labelling is to take place as specified below, the importer must register as a processor and comply with the OF&G Processing Standards.</p> <p>These include:</p> <ul style="list-style-type: none"> (a) Bulk consignments such as grain transferred into bulk storage. (b) Bulk products further processed such as by cleaning or grading, packing and pre-packing. (c) The re-labelling of any product after it leaves the processor in the exporting state. (d) Products packed in their retail packaging at source bearing the logo of a UK Organic Control Body such as Organic Farmers & Growers.
13.1.03	<p>(Article 34 (1) (834/2007))</p> <p>Competent authorities, control authorities and control bodies may not, on grounds relating to the method of production, to the labelling or to the presentation of that method, prohibit or restrict the marketing of organic products controlled by another control authority or control body located in another Member State, in so far as those products meet the requirements of this Regulation. In particular, no additional controls or financial burdens in addition to those foreseen in Title V of this Regulation may be imposed.</p>

13.2 The European Economic Area and Switzerland

13.2.01	<p>The Non - EU European Economic Area countries (Iceland, Liechtenstein and Norway) apply EU law on organic production and are treated as if they are EU Member States. Switzerland is recognised in the same way but under a separate agreement.</p>
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13.3 The Organic Importing system – rules for imports from outside the EU (from Third Countries)

13.3.01	<p>Articles 32 and 33 of Regulation EC 834/2007 detail the rules for the import of organic products from outside the EU, these are referred to as 'Third Countries'.</p>
13.3.02	<p>For the import of organic produce into the EU three categories of import currently apply depending on the third country from which the goods are imported, the product type, the origin and which Organic Control Body certified the export.</p> <p>The three categories include:</p>

13.3.02 cont.	<p>1. (Article 33 (2) (834/2007)) Approved Products imported from EU-recognised third countries.</p> <p>The product is imported from an exporter controlled by a control body named in a list of those recognised by the Commission as applying standards equivalent to EU organic standards in the context of recognition by the Commission of a particular third country for certain product categories **(508/2012 Annex I).</p> <p>2. (Article 33 (3) (834/2007)) Products imported from other third countries where the control body has been recognised as applying equivalent standards.</p> <p>The product is imported from an exporter controlled by a control body named in a list of third country organic control bodies recognised by the Commission as applying standards equivalent to EU organic standards in specified third countries for certain product categories **(508/2012 Annex II).</p> <p>3. Products imported from other third countries under a Member State authorisation. The import is covered by an authorisation issued by DEFRA or another Member State (Article 19 of Regulation 1235/2008). **Commission Implementing Regulation (EC) No. 1235/2008 and amending regulations listing all Equivalent Countries and Organic Control Bodies recognised for the purposes of Equivalence. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2008R1235:20120701:EN:PDF</p> <p>There is a possibility offered under Article 32 834/2007 for a fourth category for import, however the procedure is not yet in place.</p> <p>Products imported from other third countries where the control body has been recognised as applying EU organic standards. The product is imported from an exporter controlled by a control body named in a list of Third Country control bodies recognised by the Commission as applying EU organic standards in specified third countries (i.e. Annex I of Regulation (EC) 1235/2008).</p>
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13.4 Approved Products Imported from EU recognised Third Countries

13.4.01	<p>Category 1 (Article 33 (2) (834/2007)) Approved products imported from EU recognised Third Countries</p> <p>Article 33 (2) of Council Regulation 834/2007 provides for the European Commission to reach agreements with third countries recognising that they operate production rules and a system of inspection equivalent to that operating within the EU.</p> <p>The countries that the Commission has recognised as having equivalent production rules and inspection systems are listed in (508/2012 Annex I) together with their control bodies and product types for which recognition has been granted. Operators must ensure that produce imported from the following countries has been certified by control bodies listed in Regulation EC 508/2012 Annex I.</p>
13.4.02	<p>The eleven countries include:</p> <p>Argentina – The approval relates to live or unprocessed agricultural products; processed agricultural products used for use as food; vegetative propagating material and seed for cultivation. The approval does not include livestock or livestock products bearing indications referring to conversion, seaweed, wine, yeast or ingredient/products that have been organically grown outside of Argentina.</p> <p>Australia - The approval relates to unprocessed plant products; vegetative propagating material and seed for cultivation; and processed agricultural products for use as food composed essentially of one or more ingredients of plant origin. The approval does not include seaweed, wine, yeast or ingredient/products that have been organically grown outside of Australia.</p>

13.4.02 cont.	<p>Canada – The approval relates to live or unprocessed agricultural products; vegetative propagating material and seeds for cultivation; and processed agricultural products for use as food and feed. The approval does not include wine or ingredient/products that have been organically grown outside of Canada.</p> <p>Costa Rica – The approval relates to unprocessed plant products; vegetative propagating material and seed for cultivation; and processed crop products for use as food. The approval does not include seaweed, wine, yeast or ingredient/products that have been organically grown outside of Costa Rica.</p> <p>India – The approval relates to unprocessed plant products; vegetative propagating material and seed for cultivation; and processed agricultural products for use as food composed essentially of one or more ingredients of plant origin. The approval does not include seaweed, wine, yeast or ingredient/products that have been organically grown outside of India.</p> <p>Israel – The approval relates to unprocessed plant products; vegetative propagating material and seeds for cultivation; and processed agricultural products for use as food composed essentially of one or more ingredients of plant origin. The approval does not include seaweed, wine or yeast.</p> <p>Japan – The approval relates to unprocessed plant products; vegetative propagating material and seeds for cultivation; and processed agricultural products for use as food composed essentially of one or more ingredients of plant origin. The approval does not include seaweed, yeast or ingredient/products that have been organically grown outside of Japan.</p> <p>New Zealand – The approval relates to live or unprocessed agricultural products; vegetative propagating material and seeds for cultivation; and processed agricultural products for use as food with the exception of livestock and livestock products bearing or intended to bear indications referring to conversion. The approval does not include seaweed, wine or yeast.</p> <p>Switzerland – The approval relates to live or unprocessed agricultural products; vegetative propagating material and seeds for cultivation; processed agricultural products for use as food, feed, with the exception of products produced during the conversion period and products containing an ingredient of agricultural origin produced within the conversion period. The approval does not include seaweed, wine or yeast.</p> <p>Please note Switzerland falls under a separate trade agreement. An EC Certificate of Inspection is not required for imports into the UK from Switzerland.</p> <p>Tunisia – The approval relates to unprocessed plant products; vegetative propagating material and seeds for cultivation; processed agricultural products for use as food composed essentially of one or more ingredients of plant origin. The approval does not include seaweed, wine, yeast or ingredient/products that have been organically grown outside of Tunisia.</p> <p>United States –The approval relates to unprocessed plant products*; vegetative propagating material and seeds for cultivation; live animals or unprocessed animal products; processed agricultural products for use as food*, feed.</p> <p>* in the case of apples and pears, imports are subject to the presentation of specific certification from the relevant organic control body/authority that no treatment with antibiotics to control fire blight has occurred during the production process.</p>
13.4.03	<p>Imports of organic products into the UK from these eleven countries are permitted without prior approval from the Department for Environment, Food and Rural Affairs (Defra) provided that:</p> <ul style="list-style-type: none"> • The importer is registered with a UK organic control body such as Organic Farmers & Growers. • The conditions of their equivalence agreement under Commission Regulation 1235/2008 are met; and

13.4.03 cont.	<ul style="list-style-type: none"> A Certificate of Inspection in the form detailed in Section 13.9 is produced by one of the approved third country control bodies listed in Annex III to Commission Regulation 1235/2008 (revised list detailed (508/2012 Annex I) for each consignment entering the EU. <p>The EC Certificate of Inspection needs to be checked and endorsed by the designated authority.</p> <p>In the UK the designated authority for endorsing the EC Certificate of Inspection is the Port Health Authority (PHA) or Local Authority (LA).</p>
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13.5 Products imported from other third countries where the control body has been recognised as applying equivalent standards

13.5.01	<p>Category 2. (Article 33 (3) (834/2007))</p> <p>(508/2012 Annex II) lists individual control bodies operating in third countries, which have been recognised as applying standards equivalent to EU organic standards.</p> <p>Each Organic Control Body on the list can certify certain product categories from certain countries, so that if the UK importer meets all the criteria, then a Defra Import Authorisation will not be required.</p> <p>Imports of organic products exported by an exporter licensed by a control body included on the list are permitted without prior approval from Defra provided that:</p> <ul style="list-style-type: none"> The importer is registered with a UK organic control body such as Organic Farmers & Growers; The conditions specified for the control body on the list are met (including that the organic product is imported from an exporter controlled by a control body named in a list of Third Country control bodies in specified Third Countries for certain product categories); and A Certificate of Inspection in the form set out in 13.9 of this manual is produced by one of the approved Third Country control bodies listed for each consignment entering the EU. <p>The EC Certificate of Inspection needs to be checked and endorsed by the designated authority.</p> <p>In the UK the designated authority for endorsing the EC Certificate of Inspection is the Port Health Authority (PHA) or Local Authority (LA).</p> <p>http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2008R1235:20120701:EN:PDF</p>
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13.6 Products imported from other third countries under a Member State authorisation (issued by Defra)

13.6.01	<p>Category 3</p> <p>(Article 19 of Regulation 1235/2008) As the lists detailed in Art 32 and 33 (3) of Council Regulation 834/2007 are not fully established, the system of importing under a Member State Authorisation is permitted as a transitional measure.</p>
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13.6.02	<p>Before an authorisation is given, importers must demonstrate that the products to be imported were produced to rules equivalent to those laid down in Council Regulation 834/2007 and Commission Regulation 889/2008, subject to equivalent inspection measures and that such inspection measures will be permanently and effectively applied:</p> <ul style="list-style-type: none"> • The import must be registered with a UK control body approved by the Competent Authority such as Organic Farmers & Growers; • A EU Certificate of Inspection accompanies each consignment of the authorised produce entering the UK. The EC Certificate of inspection needs to be checked and endorsed by the Port Health Authority (PHA) or Local Authority (LA) at the port or airport at which the consignment arrives in the country. <p>To apply for this authorisation, an OB11 form must be completed by the importer, for products from <u>each exporter in each country</u>.</p> <p>(The OB11 form and Guidance Notes, OB13, may be downloaded from the Defra website).</p>
13.6.03	<p>Defra must assess the standards of the relevant Third Country inspection board in order to authorise the import. However, where Defra has not assessed and approved a body, importers will be asked to provide the details of the rules of production, the rules of inspection and penalty provisions of the inspection/certifying bodies used in the third countries.</p> <p>Produce must not be imported before Defra have issued the letter of authorisation</p>
13.6.04	<p>Defra only issues an authorisation for goods being imported into the EC by a UK importer. Importers from other Member States will need to be authorised by the competent authority in that Member State, even if the goods are subsequently marketed in the UK. These goods do not have to enter the EC via the UK.</p>
13.6.05	<p>If it is desired to add additional products to a Defra authorisation, full details including proof of their organic status must be supplied to Defra and the authorisation extended, before the products are imported.</p>
13.6.06	<p>It is not possible to issue authorisations retrospectively – failure to hold an authorisation could result in penalties and legal action against the importer involved.</p> <p><i>Defra authorisations are valid for 1 year. Authorisations must be renewed annually and is only valid for the products listed on it. If the importer wishes to import products from a different exporter, or a different country that still falls under this category, a separate OB11 application must be made.</i></p>
13.6.07	<p>When Defra issues an authorisation subject to the requirements of Article 19 of the EC834/2007 it has to notify the Commission and all other Member States. This is done via a Commission database that the competent authorities in each Member State have access to. If the Commission or a Member State objects to the granting of an authorisation, it can raise the issue in the Committee.</p> <p>Should it emerge from discussions in this forum that a majority of Member States and the Commission are of the opinion that the imported products were not manufactured according to equivalent production rules and/or inspection measures of equivalent effectiveness, the Commission will request Defra to withdraw it.</p> <p><i>Copies of Defra authorisations and any updates are sent to the importer's UK Organic control body.</i></p>

13.7 Defra Authorisations, a transitional measure

13.7.01	<p>Imports under Article 19 of Commission Regulation 1235/2008 – Because it will take some while yet to fully establish the list of organic control bodies foreseen by Article 32 and 33 (3) of Regulation 834/2007 the existing system of permitting Member States to issue authorisations to import organic produce from third countries remains in place as a transitional measure. The last of these should be issued before 01 July 2014 and may not last longer than twelve months.</p>
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13.8 Products imported from other third countries where the control body has been recognised as applying EU organic standards

13.8.01	<p>Category 4. (Article 32 834/2007) provides for the Commission to recognise individual control bodies in third countries as applying EU production and control standards – referred to as “compliant”.</p>
13.8.02	<p>The procedure third country control bodies must follow when applying for recognition of compliance including the information and supporting material, which must be provided to enable a decision to be taken to accept that EU standards are fully applied, is set out in Commission Regulation 1235/2008.</p> <p>Amongst the supporting material which must be provided is the address of a website on which can be found each operator licensed by the control body, the products for which each operator is licensed and the third countries in which each operator is licensed to operate.</p>
13.8.03	<p>When a control body is included on the list of compliant control bodies its address will be included in the entry on the list for that control body to enable verification of consignments of organic produce from third countries which are supplied by an exporter who is under the control of a recognised control body.</p>
13.8.04	<p>Imports of organic products exported by an exporter licensed by a control body included on the list mentioned above are permitted without prior approval from the Competent Authority provided that:</p> <ul style="list-style-type: none"> (a) The importer is registered with one of the organic certifying authorities approved by the Competent Authority. (b) The conditions specified for the exporter’s control body on the list at Annex I of Commission Regulation 1235/2008 are met including an entry for the exporter on the control body website confirming that the exporter is licensed for the produce being exported; (c) Documentary evidence in the form set out at Annex II of Commission Regulation 1235/2008 is provided by the operator exporting the produce. The form of documentary evidence needs to be checked and endorsed by the relevant authority at the port or airport at which the consignment arrives in the country. <p>This system has not been put into effect yet and no applications for “compliant recognition have been accepted by the Commission.</p>

13.9 EC Certificate of Inspection (EC COI)

13.9.01	<p>Each consignment of organic goods brought into the UK from outside the EC, needs to be accompanied by an EC Certificate of Inspection.</p> <p>This is provided by the control body of the exporter in the country of origin of the goods.</p>
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13.9.01 cont.	A Certificate of Inspection must cover the whole consignment (this may be more than 1 product). A number of containers with a variety of products, but all being transported on the same ship, would be a consignment. Importing containers on different ships would require a Certificate of inspection for each container on each ship
13.9.02	<p>(Article 33 (834/2007)) Free movement of goods within Europe.</p> <p>Once the consignment has been accepted into the EC and the original EC Certificate of Inspection endorsed by the Member State's PHA (or equivalent), the organic goods may be freely traded within Europe.</p> <p>The original EC Certificate of Inspection and documents accompanying the goods must be kept by the importer so that it is possible for OF&G to trace and compare the quantities of products imported with those sold (or further processed).</p> <p>What does an EC Certificate of Inspection look like?</p> <p>The Certificate of Inspection is set out in Annex V to Commission Regulation 1235/2008.</p>
13.9.03	<p>(Article 13 (3) (1235/2008)) The EC Certificate of Inspection must be completed by the control body in the country of origin. The control body must be included on list of control bodies specified:</p> <ul style="list-style-type: none"> (a) For the Approved country listed in Section 13.4; or (b) Recognised control bodies/Authorities list in Section 13.5; or (c) On the Defra Approval document to import products from the country. <p>If the control body is not listed on one of these authorisations, the Certificate of Inspection will not be valid.</p>
13.9.04	(Article 13 (5) (1235/2008)) The Certificate must be provided in English.
13.9.05	<p>(Article 13 (6) (1235/2008)) The Certificate of Inspection shall be made in one single original (<i>i.e. pages 1 and 2 copied back to back</i>). The signature and/or company stamp should be in colour to differentiate it from photocopies. The port authority will not accept a copy.</p> <p>However, where a copy is made for notifying the Organic Control Body or for issuing to a customer where required, it must be stamped COPY or DUPLICATE.</p>
13.9.06	<p>(Article 13 (9) (1235/2008)) Where a consignment is sent to a warehouse or store not under the control of the importer, box 18 must be signed by the recipient and the document sent to the importer. Where the importer is also the recipient, box 18 must be signed by the importer.</p> <p>The original documents must be kept for inspection and for at least three years.</p> <p>The first consignee shall, at the reception of the consignment, complete box 18 of the original of the certificate of inspection, to certify that the reception of the consignment has been carried out in accordance with 13.12.01 and 13.12.02. The first consignee shall then send the original certificate to the importer mentioned in box 11 of the certificate, for the purpose of the requirement laid down in the second subparagraph of section 13.3 of this manual, unless the certificate has to further accompany the consignment referred to in paragraph 1 of this Article.</p> <p>Mass Balance and Traceability: <i>The original EC Certificate of Inspection and documents accompanying the goods must be kept so that it is possible for OF&G to trace and compare the quantities of products imported with those sold (or further processed).</i></p>

13.10 Verification and Endorsement of EC Certificate of Inspection

13.10.01	(Article 13 (1) (a) (1235/2008)) Prior to organic imports being released into free circulation, for each consignment an original Certificate of Inspection must be submitted for verification to, and endorsement by, the relevant authority in the Member State.
13.10.02	<p>Verification of the consignment – checking the EC Certificate of Inspection</p> <p>(Article 13 (1) (b) (1235/2008)) Verification of the consignment shall mean the verification by the relevant Member State's authorities of the original Certificate of Inspection to satisfy Article 8 of Regulation (EC) No 1235/2008, and, where these authorities consider appropriate, of the products in relation to the requirements of Regulation (EC) 834/2007.</p>
13.10.03	<p>When the consignment arrives at the port of entry the Port Health Authority (PHA) or Local Authority (LA) will check:</p> <ul style="list-style-type: none"> (a) The original Certificate of Inspection accompanies the consignment; (b) That boxes 1 to 15 of the Certificate of Inspection have been fully completed and that the details on the Certificate of Inspection tally <p>If the PHA/LA is satisfied that the certificate is complete and matches the information on the appropriate data source they can endorse the Certificate of Inspection and release the consignment for customs clearance.</p> <p><i>The PHA/LA will levy a charge for each Certificate of Inspection verified.</i></p>
13.10.04	<p>In the UK that authority will be the Port Health Authority (PHA). PHA officials will verify the certificates and if satisfactory, will endorse the Certificate of Inspection. Only after this has been done, and without prejudice to all other existing customs and import requirements, will the goods be able to enter free circulation.</p> <p>Endorsing the Certificate of Inspection</p> <p>If the PHA/LA are content that the Certificate of Inspection is correctly completed and the consignment is authorised, they will endorse the original Certificate of Inspection in box 17. Only after this has been done will the goods be able to enter free circulation.</p>

13.11 Pre-notification of arrival of organic goods

13.11.01	<p>As a Certificate of Inspection needs to be endorsed and the form of documentary evidence examined before organic produce is released into free circulation, importers of organic produce are required by UK legislation to give advance notice in writing of the arrival of an a organic consignment.</p> <p>Typically 24 hours notice of the arrival of a consignment will be required for produce imported through a port and 6 hours notice for produce imported through an airport.</p> <p>It may be necessary to supply PHA/LA officers with further information, upon request, in order to identify the consignment.</p>
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13.12 Special rules for the reception of products from a Third Country

13.12.01	(Article 34 (889/2008)) Organic products shall be imported from a third country in appropriate packaging or containers, closed in a manner preventing substitution of the content and provided with identification of the exporter and with any other marks and numbers serving to identify the lot and with the certificate of control for import from third countries as appropriate.
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13.12.02	(Article 34 (889/2008)) The operator receiving the consignment must check that the consignment is secure, and uncontaminated and that the identification numbers on the containers or accompanying documents correspond with those on the Certificate of Inspection. This check must be recorded.
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13.13 Movement control system

13.13.01	<p><i>Where an EC certificate of Inspection cannot be endorsed, for example the Certificate is incomplete, or the PHA/LA Officer is not satisfied that any amendments have been endorsed by the body issuing the Certificate, the consignment will be the subject of a Movement Control Notice and will not be released for Customs clearance.</i></p> <p><i>This will not be lifted until the problem preventing endorsement is resolved. Examples of how problems can be resolved are:</i></p> <ul style="list-style-type: none"> <i>(i) Providing a correct supporting certificate which relates to an authorisation held by the importer;</i> <i>(ii) Removing all 'organic' references from the consignment and documents and selling the produce as non-organic;</i> <i>(iii) Re-exporting the consignment out of the EU;</i> <i>(iv) Destroy the consignment.</i>
13.13.02	<p>Removal of Organic Indications</p> <p>Article 15 (1235/2008) Allows consignments for which it is not possible to endorse the Certificate of inspection to be released into free circulation once all the organic indications have been removed to the satisfaction of the PHA/LA.</p>

13.14 Processing or splitting consignments of organic produce under the suspensive customs procedure

13.14.01	Article 14 (1235/2008) sets out the rules for processing or splitting consignments under the suspensive customs regime.
13.14.02	Verification of the products is to take place before the consignment is split. The operator who undertakes the processing must be certified by a UK Organic Control Body either in their own right or as a sub-contractor to the importer. Once the consignment has been split, the operator who has performed the splitting should produce an extract of the Certificate of Inspection for each batch which results from the original consignment. The PHA/LA should endorse box 14. A copy, marked as copy or duplicate, of each extract should be given to the importer together with the original EC certificate of inspection.
13.14.03	Article 14 (1) (1235/2008) Where a consignment coming from a third country is assigned to customs warehousing or inward processing in the form of a system of suspension as provided for in Council Regulation (EEC) No 2913/92, and subject to further packaging, repackaging, or labelling, additional rules apply, as specified in 13.1.01 and 13.1.02.
13.14.04	Article 14 (2) (1235/2008) Importers proposing to split a consignment for repacking or relabelling, before it is released by customs, must contact OF&G.

13.15 Documentary accounts and Information on imported consignments

13.15.01	(Article 84 (889/2008)) When the importer and the first consignee are not operating in one single unit, both must keep stock and financial records.
13.15.02	(Article 83 (889/2008)) On request of the organic control body, any details of the transport arrangement from the exporter in the third country to the first consignee and, from the first consignee's premises or storage facilities to the consignees within the Community shall be provided.
13.15.03	(Article 84 (889/2008)) Information on Imported Consignments The importer shall have available the current Certificates/Trading Schedules for the operator, who carried out the last operation and the exporter, demonstrating that the product and operators comply with the requirements of these Standards.
13.15.04	The importer shall, at the latest by the time that the Certificate of Inspection (as specified in Section 13.9 and OF&G Record Sheet 49) is submitted to the relevant Member State's authority, inform OF&G of each consignment to be imported into the Community, giving: <ul style="list-style-type: none"> (i) The name and address of the first consignee; (ii) Any details this body or authority may require, such as a copy of the inspection certificate for the importation of products from organic farming. On the request of the inspection body or authority of the importer, the importer must pass the information to the inspection body or authority of the first consignee.
13.15.05	The following import records are required: <ul style="list-style-type: none"> i) The origin, nature and quantity of imported consignments, bill of lading and any details on the transport arrangements from the exporter in the third country to the importer's premises/ storage facilities; ii) The nature, quantities and consignees of the imported consignments and any details of the transport arrangements from the importer's premises or storage facilities to that of the consignee; iii) The original EC Certificate of Inspection; iv) Purchase invoices, data/accounts demonstrating traceability.
13.15.06	The operator responsible must notify OF&G of any change in the product range and product composition prior to products being imported.

13.16 Labelling of Imported Goods

13.16.01	(Article 84 (889/2008)) Organic goods packed and labelled abroad, <u>must</u> carry the identifying mark of the organic certifier in the exporting country. (This mark may be the name and/or logo and/or code as appropriate.) <i>In addition, the goods <u>may</u> carry the logo of the UK importer as long as it is clear that the UK control body is certifying the import only and not to mislead the customer so that it appears that the UK Certifier is certifying the production or processing of the goods.</i> <i>See Section 4 of this Manual for further labelling information.</i>
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Section 14

Record Sheets for Processors, Packers and Importers

14.0 Contents Page

This Section specifies the documentation and records, which must be kept by all certified processors and importers..

Section	Contents	Page
14.1	Pro-forma Record Sheets (see also Appendix 2)	2

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14.1 Pro-forma Record Sheets

14.1.01	Records must be kept to prove that the operational requirements detailed in Section 11 of this Manual, have been complied with.
14.1.02	<p>A set of proforma record sheets is included in Appendix 2. They are designed to assist the operator in keeping the correct records. These should be copied for use and the originals kept in the file for future use when required. They are also available to download from the OF&G website at www.organicfarmers.org.uk</p> <p>Record Sheet 41 Single Ingredient Product Sheet</p> <p>Record Sheet 42 Multi-ingredient Product Sheet</p> <p>Record Sheet 43 Compound Animal Feed Product Sheet</p> <p>Record Sheet 44 Record of Products Received</p> <p>Record Sheet 45 Record of Products Processed</p> <p>Record Sheet 46 Summary of Products Sold</p> <p>Record Sheet 47 Record of Cleaning Procedures</p> <p>Record Sheet 48 Record of Pest Control Materials</p> <p>Record Sheet 49 Certificate of Inspection for Import of Products from Organic Production into the European Community</p> <p>Record Sheet 50 Schedule of Products to be Imported from Third Countries</p> <p>Record Sheet 51 Hazard Analysis and Critical Control Point</p> <p>Record Sheet 52 Record of Complaints Received</p> <p>Record Sheet 53 Declaration of Non-Genetically Modified Content</p> <p>Record Sheet 54 EC Import Certificate for split consignments</p> <p>Record Sheet 55 Declaration of Product Conformity with Regulation EC 834/2007 and 1235/2008</p> <p>Record Sheet 56 Mass Balance Reconciliation</p> <p>Record Sheet 57 Agreement to Subcontract a Transport, Storage or Processing Operation</p>
14.1.03	Processors must keep accurate records of their processing activities and make these available to OF&G. The records must be sufficiently comprehensive to allow the organic raw materials used in finished products to be traced back to the original source. The records must be retained for a period of not less than 3 years.

Section 15 Catering and Foodservice Standards

15.0 Contents Page

This Section explains how different types of foodservice operation can achieve organic certification. The European Organic Regulation does not currently cover foodservice, so these standards are voluntary.

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15.1 Introduction

15.1.01	Organic standards for catering and foodservice are voluntary because the European Organic Regulation does not currently cover this area. (Ref: 1, Section 15.7)
15.1.02	However, OF&G has provided standards for catering and foodservice, so that licensees can understand the requirements to achieve certification and use the OF&G logo to add credibility to their products.
15.1.03	These standards are based on the European Organic Regulation (Ref: 1, Section 15.7) particularly as it applies to food processing.
15.1.04	These standards apply to and include workplace canteens, institutional catering, restaurants and other catering and food service operations e.g. hospital and school canteens, cafes, takeaways, pubs, and sandwich bars.
15.1.05	Please refer to Sections 1,2,3,4,5,10 and 11 of this Manual for full details of inspection, certification, approved ingredients and operational requirements.

15.2 Principles

15.2.01	<p>A catering/foodservice enterprise may apply for different types of certification:</p> <ul style="list-style-type: none"> (i) as a fully organic operation – the preparation and ingredients of all products must comply with the organic requirements; (ii) to serve one or more complete organic dishes e.g. organic chicken pie with organic vegetables; (iii) to serve individual organically certified menu items where the whole dish may not be organic e.g. organic farmed salmon with non-organic vegetables.
15.2.02	<p>In all cases, full traceability must be provided for all products served as organic. This means that the operator must be able to identify all ingredients used in the finished dishes and prove they have been made using only organically certified agricultural ingredients or ingredients from the approved lists in Section 10 of this Manual.</p> <p>It also means that the quantities used must be traceable, so full records of organic ingredients bought and organic finished products sold must be kept so that OF&G can carry out a mass balance. e.g. if sales records show that 6 x 220 gram organic steaks were sold, the intake and stock records must show that a minimum of 6 x 220 gram organic raw steaks were bought in.</p> <p>These records will be checked during the annual inspection and may also be checked at unannounced inspections.</p> <p>Details of ingredients and additives used should be supplied to OF&G using Record Sheets 58, 59 and 60. (Copies of these forms are at the end of this Section and can also be downloaded from the OF&G website).</p> <p>For operators serving only a small number of organic recipe dishes, or menu items, it is only necessary to complete Record Sheet 60 for each dish. Fully organic operations need only complete Record Sheets 58 and 59 but must be able to demonstrate that dishes sold comply with OF&G's organic compositional and operational requirements.</p> <p>Note: The requirements for traceability and mass balances that apply in the organic sector may seem to be onerous for restaurants that aim to provide seasonal fare and change their menus frequently, so it is worthwhile discussing the proposed menu with OF&G at an early stage.</p>

15.2.03	<p>Ingredients should be sourced locally where possible, to reduce food miles and maintain natural freshness. Wild crafted ingredients, fish and game must be identified as such on the menu and any marketing literature.</p> <p>Note 1: Certified wild crafted ingredients, such as herbs, cannot be defined as organic but are acceptable for use in organic products. (Ref: 2 in Section 15.7 of this Manual)</p> <p>Note 2: Wild fish and wild game cannot be defined as organic but are acceptable for use in organic products.</p> <p>Note 3: Unless reared under organic standards, reared game birds are not acceptable for use in organic foods.</p>
15.2.04	<p>Genetic Modification – genetically modified organisms or ingredients derived from GMOs are not permitted. (See Section 5 of this Manual)</p>
15.2.05	<p>Labelling – Menus must clearly identify the dishes or menu items which are organic. (See Section 4 of this Manual)</p>
15.2.06	<p>Legal Requirements - There are UK and EU legal requirements and Industry Codes of Practice for different types of catering and foodservice operations e.g. regulations for health and safety, employment, licensing.</p> <p>Local Environmental Health Officers and Trading Standards Officers will be able to advise on food safety (Ref: 3 in Section 15.7 of this Manual) and labelling issues.</p> <p>All legal requirements must be complied with, in every case. The organic certification requirements are in addition to other statutory requirements, they do not replace them.</p>

15.3 Inspection and Certification

15.3.01	<p>The certification process is as follows:</p> <p>Stage 1: The applicant must submit an Application Form with full details of the proposed enterprise including the menu. OF&G will then advise which of the three types of certification (see Section 15.2.01 above) is appropriate.</p> <p>This gives an opportunity to amend the proposed menu and/or recipes.</p> <p>Stage 2: An inspection is then arranged, to ensure that the organic integrity of the ingredients and finished products is maintained throughout the process. There should be written procedures to ensure this and records to prove that it has been done and these will be checked during the inspection.</p>
15.3.02	<p>Non-compliances may be raised by the inspector during the inspection, or later, when the certification officer reviews the inspection report. OF&G must be satisfied that action has been taken to resolve any non-compliances before a certificate is issued.</p> <p>Certification is normally valid for 1 year and annual re-inspection is required.</p> <p>Details of further products or menu items may be submitted for assessment during the year and if judged acceptable, will be added to the certificate. Please contact OF&G to discuss.</p>
15.3.03	<p>Further inspections, sometimes unannounced, may be carried out by OF&G. It is a condition of certification that the operator agrees to allow these inspections.</p>

15.4 Ingredients

15.4.01	The ingredients used for organic menu items or dishes must comply with the requirements laid down in Section 10 of this Manual. Where there is a possibility that any of these ingredients may be derived from, or contaminated by GMOs or their derivatives, a Non-GM Declaration must be completed. (Use Record Sheet 53).
15.4.02	If the same ingredient is used in both organic and non-organic form, procedures must be in place to ensure they are clearly identified and kept separate and that the non-organic version is never used in an organic dish.

15.5 Food Preparation and Food Safety

15.5.01	With due regard for food safety, products should be minimally processed to ensure the ingredients retain their essential characteristics as far as possible.
15.5.02	If both organic and non-organic dishes are prepared in the same kitchen, there must either be dedicated utensils and work surfaces or there must be a full clean down, followed by a clean water rinse, before organic food preparation is started. This is normally only possible when all organic food is pre-prepared, so it is normally better to either have separate preparation areas or run a fully organic operation.

15.6 Use of the OF&G Logo and the statement 'Organic' on menus

15.6.01	Enterprises approved as fully organic or to serve organic dishes or menu items must display their OF&G certificate where it can be easily seen by customers.
15.6.02	Enterprises approved as fully organic may make a statement on the menu that all dishes are organic or that all agricultural ingredients are organic. It is not recommended that the statement '100% Organic' is used, since ingredients such as salt and water cannot be organic. Enterprises approved to serve organic dishes or menu items, must make very clear on their menus which of the ingredients are organic.
15.6.03	Approved enterprises or approved dishes or menu items may carry the OF&G 'Certified Organic' logo but not the statement 'GB-ORG-02' (This is only used for products covered by the European Organic Regulation.)
15.6.04	Labelling A product label or menu must clearly and accurately describe the product – it must not be misleading. It must also comply with all relevant legislation. An organic claim can only be made for a food product if it complies with the 'equal to or greater than 95% rule' or the 'less than 95% rule'. The 'equal to or greater than 95% Rule': A product may be called 'organic' when at least 95% of the agricultural ingredients are organic and the remainder come from the lists of Approved Ingredients, Additives or Processing Aids in this Manual. Note: Agricultural ingredients are ingredients of animal or vegetable origin. They include milk, meat, cereals etc. but exclude minerals, water etc.

15.6.04 cont.	<p>The 'less than 95% Rule': The menu description and marketing information may make reference to organic ingredients where less than 95% of the agricultural ingredients are organic and the remainder come from the lists of Approved Ingredients, Additives or Processing Aids in Section 10 of this Manual.</p> <p>To summarise, a product can only be called 'organic' if it complies with the 'equal to or greater than 95% Rule'. It cannot be called 'organic' if it complies with the 'less than 95% Rule', but can make reference to the ingredients that are organic.</p> <p>If the product does not comply with either of these rules, the label cannot make any reference to the organic status of the ingredients.</p> <p>Note: For approved menu items such as organic steak or organic chicken, served with local non-organic vegetables, the steak or chicken is fully organic so complies with the equal to or greater than 95% rule.</p>
15.6.05	There should not be any claim that organic products are more nutritious or healthier than non-organic products.

15.7 References

Ref: 1	<p><u>European Organic Regulation (EC 834/2007)</u>. This may be viewed at: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:189:0001:0023:EN:PDF</p>
Ref: 2	<p><u>Wild Crafted Ingredients</u></p> <p>Wild crafted ingredients are materials that are gathered from the wild rather than cultivated organically. They should not have had any agricultural inputs within 3 years of collection and their status must be certified by an EU recognised organic control body. (Further information about wild crafted products is given in Section 7 of this Manual)</p>
Ref: 3	<p><u>Food Safety Advice</u></p> <p>Advice is available from your local Environmental Health Department.</p> <p>The Food Standards Agency also provides information via its website - www.food.gov.uk or by phone helpline: 020 7276 8829.</p>

15.8 Pro-forma Record Sheets

15.8.01	Records must be kept to prove that the operational requirements have been complied with.						
15.8.02	<p>A set of proforma record sheets is included in this section. They are listed below and may be photocopied and/or adapted for use for your records.</p> <table data-bbox="293 1621 1021 1760"> <tr> <td>Record Sheet 58</td> <td>List of Organic Ingredients used</td> </tr> <tr> <td>Record Sheet 59</td> <td>List of Non-Organic Ingredients used</td> </tr> <tr> <td>Record Sheet 60</td> <td>Organic Recipe Details</td> </tr> </table>	Record Sheet 58	List of Organic Ingredients used	Record Sheet 59	List of Non-Organic Ingredients used	Record Sheet 60	Organic Recipe Details
Record Sheet 58	List of Organic Ingredients used						
Record Sheet 59	List of Non-Organic Ingredients used						
Record Sheet 60	Organic Recipe Details						

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Record Sheet 60 – Organic Recipe Details (Foodservice)

Company Name:	Reg. No.
Submitted by (name):	Date:

List of agricultural ingredients (include herbs and spices but not mineral ingredients such as water, salt)

List of Ingredients (in descending order by weight)	Weight	%	Organic, Wild or Non-Organic	Supplier/s	Certified By:
Total Weight		100%	Organic items should make up at least 95% of the agricultural ingredients		

Non-agricultural ingredients (e.g. salt, water, additives, processing aids)

Materials used	E number	Purpose	Suppliers

Please give brief details of preparation and cooking:

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Appendix 1 Record Sheets - Producers

RECORD SHEET	TITLE
RS1	The Farm Biodiversity and Conservation Plan
RS2	Declaration of Non-Genetically Modified Content
RS3	Record of Seeds, Transplants and Propagating Materials brought in
RS4	Non-organic Seed Approval Application Instructions
RS4A	Non-organic Seed Approval Application Form
RS5	Planned Crops Rotations
RS6	Record of Field Inputs, Management and Outputs
RS7	Record of Pesticide Applications
RS8	Plan of Farm Buildings, Yards and Stores
RS9	Restricted Practice and Material Approval Application Form
RS10	Farm Waste Management Plan
RS11	Exchange of Organic Manures between Registered Units
RS12	Maintenance, Calibration and Cleaning of Equipment
RS13	Record of Births and Brought-in Livestock
RS14	Record of Livestock Deaths and Stock Sold
RS15	Declaration confirming that a Holding is BSE-free
RS16	Organic Sector Livestock Transfer Document
RS17	Animal Health Plan
RS18	Record of Veterinary Products Purchased
RS19	Record of Livestock Veterinary Treatments
RS20	Record of Livestock Feeds
RS21	Non-organic Livestock Approval Application Form
RS21A	Non-organic Poultry Approval Application Form

RS22	Nitrogen / Livestock Calculation Sheet
RS23	Record of Retail Sales
RS24	Agreement to Rent Registered Land
RS25	Justification Record for Use of Non-Organic Feeds
RS26	Non-Organic Feed Approval Application Form

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Record Sheet 1 - Farm Biodiversity and Conservation Plan

Producer:	Holding No:	Registration No:
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Indicate the fields if appropriate, where the following habitats are present, the management practices and any agri-environment schemes. Identify these on the farm map. Refer to the Biodiversity and Care of the Environment standards in Section 7.5 for more information.

Habitat	Fields	Management Practices	Schemes and Grants
Species rich grassland			
Heathland and Moorland			
Wetland and Ponds			
Other natural habitats			
Hedge Management (state frequency of trimming)			
Ditch Management (state frequency of clearing)			
Traditional Wall Management			
Woodland			
Heritage and Archaeological Sites			
Describe the Creative Conservation Policy			
Describe how you dispose of animal carcasses			

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Record Sheet 2 - Declaration of Non-Genetically Modified Content

To be used by the suppliers of non-organic products

The EC Regulation (EC) 834/2007 and the OF&G Organic Standards prohibit the use of genetically modified organisms (GMOs) and their derivatives in organic production systems and processed foods.

As a supplier of non-organic raw materials, ingredients, additives and processing aids intended for use in organic production and processing, you are asked to confirm that the materials or their derivatives are not produced from genetically modified organisms.

I hereby confirm that, to the best of our knowledge, the following product(s)

Product(s):	Batch/consignment details:

has/have been produced without the use of genetically modified organisms or their derivatives, that all reasonable steps have been taken to avoid any possible contamination from genetically modified organisms or their derivatives and this has been confirmed by the following measures:

Known non-GM varieties of plants: (specify varieties)	
Traceability through identity protected (IPS) distribution systems:	
Independent audit: (specify control body)	
Equivalent declaration from previous supplier: (supply copy)	
PCR testing for GMO indicators: (give frequency and limits)	
Other method: (specify)	

Form Submitted by:	Date:
Name:	Position:
Company:	
Address:	
Postcode:	Telephone:

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Record Sheet 4 - Non-organic Seed Approval Application Instructions

Record Sheet 4A must be used for single varieties of seed, for grass and forage seed mixes and for seed potatoes.

The European Council Regulation (EC) No. 834/2007 states that organic seeds **must** be used where available. However, it also allows non-organic seed to be used where no suitable/appropriate organic alternative is available but does not allow treated seeds to be used. There are also no grounds for an approval to use non-organic seed on the grounds of seed quality if the variety a user wants to use is registered in the database.

Please take note of the above when you are applying for approval to use non-organic seed. OF&G will need the reason(s) for wanting to use non-organic seed before any purchases. Failure to do this may lead to the status of the crop being lost. Where grass and forage mixes are used containing 65%** or more organic seed, details of the non-organic seed within the mix can be submitted to OF&G after purchase. However approval must be obtained prior to your next inspection.

Getting Approval

1. First check the availability of organic seeds on the UK organic seed database at www.organicXseeds.co.uk If web access is not available then availability can be checked by calling OF&G.
2. **Justification:** If the variety that you require is not available as organic seed, and alternative varieties of the same crop are not suitable, OF&G will consider your request to use non-organic seed. The justification must be from the following list:
 - (a) No variety of the species which I want to use are registered in the UK organic seed database.
 - (b) The seed supplier is unable to deliver the seed or seed potatoes before sowing or planting despite ordering the seed or seed potatoes in reasonable time.
 - (c) The variety which I want to use is not registered in the database and I can demonstrate that none of the registered alternatives of the same species are appropriate for my production (you will need to indicate the reason they are not appropriate).
 - (d1) For research purposes.
 - (d2) To test in small-scale field trials.
 - (d3) For variety conservation purposes.
 - (e) The seed is part of a grass or forage mix containing at least 65%** organic seeds.
 - (f) Seed for seed production.
3. **Seed mixes:**
 - At least 65% (by weight) of grass and forage seed mixes must be organic. Producers using a mix containing at least 65%** organic seed will not need to apply for approval prior to purchase. However, approval must be obtained prior to your next inspection.
 - Producers requesting approval to use a grass or forage seed mix containing less than 65%** organic seed will need approval prior to purchase. Justification will be required for the non-organic varieties used.
4. **Potatoes:** Seed potatoes must be sourced organically. Approval for non-organic varieties may be given in exceptional circumstances. Please contact OF&G to discuss the requirements. Applications will need to be made in writing.
5. Please complete this form accurately as incomplete forms cannot be processed.

**Please be aware that the 65% organic requirement is for 2013. Please contact OF&G for the percentage requirements for 2014 onwards.

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Record Sheet 4A - Non-organic Seed Approval Application Form

Producer:	Registration No:	Sheet No:
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Approval sought for a seed mixture such as a grass or forage mix

For grass and forage seed mixes containing at least 65% organic seed enter (e) as the reason.

Crop species	Variety	Quantity for each variety (Kg)	Organic/ Non-organic	Reason	Supplier used:
					Field ref. No's.
					Total weight of seed / no. of bags used:
					Total Area in hectares:
					Date of sowing:
					% of organic content:

Approval sought for other crop varieties

Please note that treated seed must not be used.

	Variety 1	Variety 2	Variety 3	Variety 4
Crop species				
Variety				
Quantity – Kg or no. of seeds				
Justification * †				
Sowing/planting date				
Area planted – ha/sq metres				
Field reference numbers				
Supplier				
† If reason (c) is given this box must be completed to explain the justification - provide additional information if available				

* Enter the reason by inserting one of options listed on Record Sheet 4

† For reason (c) you must give written justification in the lower box

Office Use:

Approved / not approved by:	Date:
Reasons / Conditions:	

Return this form to: OF&G, The Old Estate Yard, Shrewsbury Road, Albrighton, Shrewsbury, SY4 3AG.

Do not purchase any seeds until you have received approval from the certification office (except forage mixes containing at least 65% organic seed).

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Record Sheet 8 - Plan of Farm Buildings, Yards and Stores

Producer:	Holding No:	Registration No:
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A plan of the buildings must be drawn up to show the crop and forage stores, pesticide and veterinary medicine stores, livestock buildings, greenhouses, manure stores and slurry lagoons, machinery stores, workshops, diesel tanks etc. These do not need to be to scale but should show the relative positions to one another. Please number the buildings and stores and describe them on the Schedule of Buildings supplied with your Annual Questionnaire paperwork.

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Record Sheet 9 - Restricted Practice and Material Approval Application Form

Notes.

1. For a restricted fertiliser, you may be required to supply a soil analysis giving clay % and organic matter content.
2. For a restricted practice (pesticides etc.) give full details of the proposal and the justification, soil/tissue analysis or an agronomist recommendation should be supplied.

Producer's name and address:	Registration Number:

Office Use:

Approved / not approved by:	Date:
Reasons / Conditions:	

Approval Sought

Restricted practice or material and name of product to be used:	
Production enterprise:	
Quantity to be brought in / used:	
Identify fields and areas for applications by field number :	
Justification: (supply soil or tissue analysis or agronomists recommendation sheet)	
Supplier:	

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Record Sheet 10 - Farm Waste Management Plan

Producer:	Holding No:	Registration No:
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Please read 'Protecting our Water, Soil and Air – A Code of Good Agricultural Practice for Farmers, Growers and Land Managers' before completing this record sheet. Identify the fields and areas on the farm map.

Steps	Descriptions, Fields and Areas
Annual slurry production	
Describe the slurry store and capacity	
Describe any slurry treatments (e.g. aeration)	
Describe how rainwater, dirty water, scrapings etc are stored	
Describe how dirty water applications are rotated to prevent runoff	
Does the slurry storage have a minimum of 4 months capacity?	
Annual FYM production	
Describe how the manure is stored and treated (e.g. composting in windrows)	
Calculate the nitrogen produced in the manure and slurry. Does this exceed 170KgN / ha / year (Use Record Sheet 22 – Nitrogen / Livestock Calculation Sheet)	
Calculate area needed to spread N at less than 170kg / ha / yr (Kg nitrogen in manure / slurry divided by 170 = area needed in ha)	
Identify any fields and areas where farm waste must not be spread (not within 10m of watercourses and boundaries, 50m of boreholes, on steep slopes, SSSIs, ESAs etc.)	
Identify fields or areas with high risk of runoff (fields subject to flooding, waterlogging, compaction or sloping to watercourses or with effective drainage)	
Identify fields or areas with low risk of runoff	

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Record Sheet 11 - Exchange of Organic Manure between Registered Units

Notes

1. The EC Regulation 834/2007, limits the application of animal manures to 170kg nitrogen / ha / year on a holding. Surplus manure can be exported to other registered holdings by agreement.
2. This Record Sheet can be used to record the transaction.
3. A copy must be kept by both parties for auditing by the responsible control bodies.

The exporting holding:

Operator:			
Contact:		Date:	
Farm or Holding:			
Address:			
Control Body:		Certificate Exchanged:	Yes (tick) <input type="checkbox"/>

Agrees to export the following manures:

Livestock production system:	
Quantity of manure exported: (tonnes or cubic metres):	
Over the following period:	

To the importing holding:

Operator:			
Contact:		Date:	
Farm or Holding:			
Address:			
Control Body:		Certificate Exchanged:	Yes (tick) <input type="checkbox"/>

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Record Sheet 14 - Record of Livestock Deaths and Stock Sold

Producer:	Holding No:	Registration No:
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Date	Species / Breed	Number	Identification Numbers	Date of birth	Organic / Non-Organic / Simultaneous Conversion	Death / Sale Destination

OF&G ORGANIC STANDARDS AND CERTIFICATION MANUAL

Record Sheet 15 - Declaration Confirming that a Holding is BSE-free

To be used by the supplier of cattle

Producer:	Date:
Address:	

Dear Sir/Madam

The organic regulations require that cattle, born before July 1996 and brought in from other holdings, come from herds which are BSE-free (or have had no cases in the last six years).

As a supplier of cattle to an organic producer please confirm one or more of the following, as appropriate:

I :(name)	
Farm or Holding:	
Address:	

confirm that:(please tick boxes)

There have been no cases of BSE on this farm in the last six years; and/or	
The animals purchased and identified below are not first generation progeny or cohorts of a BSE case.	

and have supplied the following cattle from a BSE-free herd: (use extra sheets where necessary)

Breed	Identification	Date of birth	Comments

Supplier's Name:		Date:	
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Record Sheet 16 - Organic Sector Livestock Transfer Document

Notes:

1. This form must be completed by the seller of the livestock for all animals being sold off the holding as breeding stock or for finishing elsewhere. It can also accompany stock to an abattoir.
2. The original must be supplied to the purchaser/agent with a copy of your Certificate of Compliance.
3. **Complete a separate form for each batch of animals.**
4. Keep a copy for your records.

Control Body Code:	GB-ORG-02	Registration No:	
Name and Address of Producer:			
Livestock being transferred:	Species		
	Breed		
	Age		
	Number		
Are the livestock:	Fully organic		
	Reared under simultaneous conversion		
	Converted breeding stock		
Date the land completes its conversion:			
Area of land converted:			
Identification: (eartag numbers or other marks)			
Veterinary treatments: Provide details of the courses of veterinary treatments given in the current calendar year to the animals identified above, identifying the animal(s) receiving the treatment and dates of treatment.			
Non-organic / In-conversion feed: Provide the total quantity of non-organic and/or in-conversion feed given in the current calendar year in kg of dry matter			
I confirm that the above information is correct and that the stock have been managed in accordance with the Organic Standards.		Form submitted by:	Date:

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Record Sheet 17 - Animal Health Plan

It is recommended that this Health Plan be drawn up in consultation with a Vet. Use a separate sheet for each health problem.

All treatments/procedures must comply with OF&G Standards.

Producer:	Reg No:	Livestock:	Vet/Advisor:	Start Date:
Health Problem				

Management practices to control, resolve or reduce the health problem	Veterinary medicines to be used (if necessary)	Statutory Withdrawal periods required	Organic Withdrawal periods required

OF&G ORGANIC STANDARDS AND CERTIFICATION MANUAL

Record Sheet 19 - Record of Livestock Veterinary Treatments

Producer:	Holding No:	Registration No:	Vet:
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For recording the treatments given to all stock on the holding, including allopathic, homoeopathic and herbal treatments, and those given by a vet.

Date started	Date finished	Identity and number treated	Reason for treatment	Product and Batch No.	Quantity used	Statutory withdrawal period		Organic withdrawal period		Operator's initials
						Days	End date	Days	End date*	

* This will be the earliest date that the animal or produce of the animal can be sold as organic

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Record Sheet 20 - Record of Livestock Feeds

Producer:	Feeding Group:	Number of Animals:	Approx. Weight of Animals:
Registration No:			

Feeding period Dates from - to	No. days fed (A)	Ingredients of Feed	Kg fresh weight / animal / day (B)	Dry matter % (C)	Kg of dry matter / animal / day (D) = (B x C)			Total Kg dry matter / animal over period = A x D		
					Organic Kg DM	Conversion Kg DM	Non-organic Kg DM	Organic	Conversion	Non-organic

Notes

1. Feeding group - batch of calves born within a month and reared-on/dairy cows/suckler cows/twin lamb ewes/single lamb ewes/stores/sows etc.
2. Feeding period - dates between which the feed type and amount remain constant.
3. Ingredients - list individual components of farm mixed feed or give name of a brought-in compound or straight and attach labels to this sheet.
4. Kg dry matter/animal/day - multiply fresh weight by dry matter percentage (see Sections 8.4.29 to 8.4.32) and divide by (quantity x no animals).

This Record sheet was prepared with the assistance of Dan Powell of Gaia Professional

OF&G ORGANIC STANDARDS AND CERTIFICATION MANUAL

Record Sheet 21 - Non-organic Livestock Approval Application Form

- Notes: 1. Please answer all the questions and sign and date the bottom box.
 2. The supplier's BSE Declaration must be kept on file.

Producer:	Registration Number:
Address:	

Office Use:

Approved / Not approved		By:	Date:
Reasons / Conditions:	For Cattle a Declaration Confirming that a Holding is BSE-free (Record Sheet 15) to be obtained from the supplier and kept on file.		

Approval Sought (see this Manual, Section 8.3)

What type of livestock is being purchased?	
What is the breed of livestock?	
How many adult breeding animals* were in the flock/herd on 1 January (Section 8.3.17)?	
How many non-organic animals have already been purchased since 1 January?	
How many nulliparous breeding animals are to be brought in (Section 8.3.19)?	
What age will these be?	
Can the supplier of cattle confirm BSE-free status for 6 years prior to the date of purchase?	
What is the reason for the increase in numbers? (see Section 8.3)	
List the organisations / registered producers you have contacted to locate organic / converted animals (name, date and telephone number)	
I confirm that the above information is correct.	Name: Date:

*Adult breeding animal = All stock that have given birth, and stock in their first pregnancy.

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Record Sheet 21A - Non-organic Poultry Approval Application Form

Notes:

1. To be completed by all OF&G poultry producers seeking approval to bring-in non-organic birds;
2. Please answer all the relevant questions and sign and date the bottom box;
3. For part-organic pullets the supplier's declaration of organic feed and vet management must be kept on file.
4. Part-organic pullets must undergo a six-week conversion; non-organic table birds must undergo a ten-week conversion before any products can be marketed as organic.

Producer:	Registration Number:
Address:	

Office Use:

Approved/Not approved:	By:	Date:
Reasons/Conditions:		

Please complete the following:

What type of birds are being brought-in? (e.g. pullets or table-bird chicks, ducks, goslings etc.)		
How many non-organic birds are to be purchased?		
What age will these be?		
Estimated arrival date?		
Name and address of the supplier of the non-organic birds.		
List the organisations/registered producers you have contacted to locate organic birds (name, date contacted, and telephone number).		
Please explain why you are not obtaining organic birds and why the organic birds that are available are not suitable. Continue on a separate sheet if necessary.		
For part-organic pullets only Has a copy of the supplier's declaration that the part-organic pullets have been managed to the organic feed and vet standards been attached to this Record Sheet?		
Statement by Producer: I confirm that the above information is correct.	Name:	Date:

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Record Sheet 22 - Nitrogen/Livestock Calculation Sheet

Producer:	Holding No:	Registration No:
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Stock	Age Range or average	Body Weight	A. No Stock = 170Kg N	B. Kg/ animal	C. No. animals	D. No. crops / year	E. Kg N = B x C x D
CATTLE							
Dairy cow	>9000 ltrs.		1.47	115			
Dairy cow	6000–9000 ltrs.		1.68	101			
Dairy cow	<6000 ltrs.		2.78	61			
Dairy heifer replacement	0 - 3 months		121.42	1.4			
Dairy heifer replacement	3 - 13 months		5.86	29			
Dairy heifer replacement	13 months to first calf		2.78	61			
Beef suckler cow	+2 years	<500	2.78	61			
Beef suckler cow	+2 years	>500	2.04	83			
Dairy beef, Beef replacement or Grower fattener	0 - 3 months	100	121.42	1.4			
Dairy beef, Beef replacement or Grower fattener	3 - 13 months	180	6.07	28			
Dairy beef, Beef replacement or Grower fattener	13 - 24 months	400	3.4	50			
Dairy beef, Beef replacement or Grower fattener	+2 years	500	3.4	50			
Bulls (non-breeding)	>3 months		3.14	54			
Bulls (breeding)	3 – 24 months		3.4	50			
Bulls (breeding)	+2 years		3.54	48			
SHEEP							
Adult ewes inc. lambs		<60	22.36	7.6			
Adult ewes inc. lambs		>60	14.28	11.9			
Lambs – fattener	9 months +	30-50	242.85	0.7			
Rams (breeding)			18.88	9			
PIGS							
Maiden gilts		66+	15.31	11.1			
Boars		150+	9.71	17.5			
Sow & litter - 2.3 lactations	Up to 7 piglets	130-225	9.44	18			
Pigs - Weaners	3 - 7.5 weeks	7-13	170	1			
Pigs - Growers	7.5 - 11 weeks	13-31	26.56	4.2			
Pigs - Light cutters	11 - 20 weeks	31-66	22.07	7.7			
Pigs - Baconers	11 - 23 weeks	66+	16.03	10.6			

Cont...

OF&G ORGANIC STANDARDS AND CERTIFICATION MANUAL

Record Sheet 22 - Nitrogen/Livestock Calculation Sheet

Stock	Age Range or average	Body Weight	A. No Stock = 170Kg N	B. Kg/ animal	C. No. animals	D. No. crops / year	E. Kg N = B x C x D	
POULTRY								
Laying hen		2.2	320.75	0.53				
Pullet per crop	17 weeks	1.6	809.52	0.21				
Broilers per crop	73 days	2.2	2207.79	0.077				
Turkey – male per crop	140 days	13.5	333.33	0.51				
Turkey – female per crop	120 days	6.5	500	0.34				
Duck per crop	50 days	3.4	1416.66	0.12				
Geese			261.53	0.65				
Guinea Fowl			261.53	0.65				
OTHER LIVESTOCK								
Deer hinds (breeding)			11.18	15.2				
Deer calves and finishers			14.16	12				
Adult goats	+6 months		11.33	15				
Kids	0 - 6 months	4-40	141.66	1.2				
Camelids			15.45	11.0				
Rabbit – breeding			100	1.7				
Horse			8.09	21				
Water Buffalo - adult	+2 years	<500	2.8	61				
Water Buffalo - adult	+2 years	>500	83	2.0				
Water Buffalo - calves	0 - 6 months		12.5	13.5				
1. Total Kg Nitrogen produced			(Sum of column E)					
2. Total number of hectares registered as O, C1 & C2 on holding								
3. Total Kg Nitrogen applied per hectare per year			(Divide 1. by 2.)					
To Calculate Nitrogen for Brought-in Manures (Complete only if applying to bring in manure)								
<i>Manure</i>			<i>Kg N/tonne</i>		<i>No. Tonnes</i>		<i>Kg N</i>	
Poultry Manure Deep Litter			16.00					
Farm Yard Manure			6.00					
Stable Manure			7.00					
4. Total Nitrogen brought-in as manure								
5. Total Nitrogen applied to registered holding					(Sum of 1. + 4.)			
6. Total Kg Nitrogen applied per hectare/year (max permitted = 170)							(Divide 5. by 2.)	

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Record Sheet 24 - Agreement to Rent Registered Land

Notes.

1. This Record Sheet can be used to record an agreement to rent land between registered producers.
2. A copy must be kept by both parties for auditing by the responsible control bodies.
3. A copy of the Schedule to the Certificate must be supplied by the owner with this document.
4. The tenant must supply copies of the field input records on request for the annual inspection.
5. The tenant needs to give the landlord a copy of their organic certificate.

I, the owner of the registered holding:

Name:		Farm:	
Address:			
Control Body:		Registration No:	
Form submitted by:		Date:	

agree to rent the following land:

Holding No.	Field Name	OS Reference No.	Area	O/C/NO Status

Type of tenancy agreement:	
Use to which the land will be put:	
Dates/period of time:	

to the tenant hereunder, who agrees to manage the land in accordance with the production standards specified in the OF&G Certification Manual:

Name:		Farm:	
Address:			
Control Body:		Registration No:	
Form submitted by:		Date:	

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Record Sheet 25 – Justification Record for Use of Non-Organic Feeds

Purpose - To record the justification for using non-organic feedstuffs from the Green List or part-organic compound feeds. (Note: A copy of the Green List is available from OF&G).

Producer:	Registration Number:
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You must use organic feeds where these are available. The Green List will be reviewed periodically by Defra and feedstuffs will be removed when organically produced ingredients are deemed to be available in sufficient quantities. Operators must ensure that they obtain the most up-to-date revision of the list from OF&G.

If you want to use non-organic feeds that are listed in Section 8.4 of the OF&G Certification Manual, but which are not on the Green List, you must apply to OF&G for prior approval. Please use OF&G Record Sheet 26 'Non-Organic Feed Approval Application Form' for this purpose. This must be approved by OF&G before any non-Green List, non-organic feeds are ordered/purchased.

Please note the following:

- (a) You may only use non-organic feeds from the Green List, after you have confirmed (either with OF&G and/or suppliers) that the feed material you want to use is not available as organic and there are no suitable organic alternatives.
- (b) For farmers buying in part-organic compound feeds from a certified feed mill or supplier, the product label will act as the written justification for the unavailability of the ingredient as organically produced. A copy of the label should be stapled to this form.
- (c) This form when completed must be kept with the feed records, together with any relevant evidence.

Feed Material to be used (1 feed material per line)	Quantity Ordered (kilos or tonnes)	Time period that feed will be used	Livestock type (e.g. Pigs, Poultry)	Who have you contacted to source organic or suitable organic alternatives? (company name, person contacted, phone number)	Date OF&G and/or others contacted	What reason has been given for the non-availability of the organic feed?	If the organic alternatives are not suitable, based on nutritional or qualitative information from a nutritionist/laboratory, you must supply evidence and write 'not suitable' in the box

OF&G ORGANIC STANDARDS AND CERTIFICATION MANUAL

Record Sheet 25 – Justification Record for Use of Non-Organic Feeds

Feed Material to be used (1 feed material per line)	Quantity Ordered (kilos or tonnes)	Time period that feed will be used	Livestock type (e.g. Pigs, Poultry)	Who have you contacted to source organic or suitable organic alternatives? (company name, person contacted, phone number)	Date OF&G and/or others contacted	What reason has been given for the non-availability of the organic feed?	If the organic alternatives are not suitable, based on nutritional or qualitative information from a nutritionist/laboratory, you must supply evidence and write 'not suitable' in the box

OF&G ORGANIC STANDARDS AND CERTIFICATION MANUAL

Record Sheet 26 – Non-Organic Feed Approval Application Form

Purpose

For Farmers and Feed Mills to apply for approval to use non-organic feedstuffs.

In both cases, the approval must be granted in writing by OF&G **BEFORE** the feed is ordered/purchased. Organic feeds must be used where these are available.

Note: It is the feed mill, not the farmer, who must apply for approval to use non-organic feedstuffs in compound feeds. For further information, please see Technical Leaflet 124 (for farmers) or Technical Leaflet 206 (for feed mills). These are available from OF&G or can be downloaded from the OF&G website.

Details – please complete one sheet for each non-organic feed material

Operator Name:	Registration Number:
Feed Material.	
Supplier (Name, Address and Phone No.).	
Total quantity required (tonnes/kilos).	
Time period that feed will be used for.	
Livestock type receiving the feed (e.g. pigs, dairy cattle).	

Justification

Who have you contacted to source organic or suitable organic alternatives? (company name, person contacted and phone number). OF&G may be able to help with this so please contact us.	
Date/s OF&G and/or others contacted.	
What reason has been given for the non-availability of an organic feed?	
Additionally the following may be acceptable:	
If the organic alternatives are not suitable based on nutritional or qualitative information from a nutritionist / laboratory you must supply evidence and write 'not suitable' in the box.	
Only for Dual-Registered Feed Mills. Have you made this same request for approval to another Organic Control Body? (We need to know to prevent dual counting by Defra).	

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Appendix 2 Record Sheets - Processors

RECORD SHEET	TITLE
RS41	Single Ingredient Product Sheet
RS42	Multi-ingredient Product Sheet
RS43	Compound Animal Feed Product Sheet
RS44	Record of Products Received
RS45	Record of Products Processed
RS46	Summary of Products Sold
RS47	Record of Cleaning Procedures
RS48	Record of Pest Control Materials
RS49	Certificate of Inspection for Import of Products from Organic Production into the European Community
RS50	Schedule of Products to be Imported from Third Countries
RS51	Hazard Analysis and Critical Control Point
RS52	Record of Complaints Received
RS53	Declaration of Non-Genetically Modified Content
RS54	EC Import Certificate for split consignments
RS55	Declaration of Product Conformity with Regulation EC 834/2007 and 1235/2008
RS56	Mass Balance Reconciliation
RS57	Agreement to Subcontract a Transport, Storage or Processing Operation

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Record Sheet 41 - Single Ingredient Product Sheet

If the product name is to be marketed differently to the product detailed overleaf (first column) please include further detail here:

--

Processing Aids and Treatments used in the Process (see Section 10.3 of the OF&G Manual)

For any non-organic processing aids we may require you to complete a non-GMO declaration. Please contact OF&G for further information.

Materials Used	Purpose	Suppliers	E Number

I declare that this product was manufactured neither from, nor by, GMOs, as defined in Articles 2 and 9 of Council Regulation (EC) No 834/2007. I do not have any information that could suggest that this statement is inaccurate.

Thus, I declare that the above named product complies with Article 9 of Regulation (EC) No 834/2007 regarding the prohibition on the use of GMOs.

I undertake to inform our customer and its control body/authority immediately if this declaration is withdrawn or modified, or if any information comes to light which would undermine its accuracy. I authorise the control body or control authority, as defined in Article 2 of Council Regulation (EC) No 834/2007, which supervises our customer to examine the accuracy of this declaration and if necessary to take samples for analytic proof. I also accept that this task may be carried out by an independent institution that has been appointed in writing by the control body.

The undersigned takes responsibility for the accuracy of this declaration.

Name:	Date:
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Record Sheet 42 - Multiple Ingredient Product Sheet

To be supplied when applying for additional products

Operator:	Registration No:	Sheet:
Product Name:		Brand Name:

Is this product Bulk or Retail

<p>If you are a sub-contractor and make this product for someone else please enter their name and address here.</p>	
<p>If you are the brandholder, and use another company to make this product for you, please enter their name and address here.</p>	

Please detail the agricultural ingredients in the first table. Do not include salt, water, additives in the first table; these should be included in the second table: Schedule of Non-Agricultural Ingredients

Single Ingredient Processed Products

Agricultural Ingredients	Wt Kg	%	Status	Suppliers	Certified By
Total Weight		100%	Agricultural ingredients only in descending order by wt. Status – O = organic, N/O = non-organic		

OF&G ORGANIC STANDARDS AND CERTIFICATION MANUAL

Record Sheet 42 - Multiple Ingredient Product Sheet

If the product name is to be marketed differently to the product detailed overleaf (first column) please include further detail here:

--

Schedule of Non-Agricultural Ingredients (see Section 10.4 of the OF&G Manual)

Materials Used	Purpose	Suppliers	E Number

Processing Aids and Treatments used in the Process (see Section 10.4 of the OF&G Manual)

For any non-organic processing aids we may require you to complete a non-GMO declaration.

Please contact OF&G for further information.

Materials Used	Purpose	Suppliers	E Number

I declare that this product was manufactured neither from nor by GMOs as those terms are used in Articles 2 and 9 of Council Regulation (EC) No 834/2007. I do not have any information that could suggest that this statement is inaccurate.

Thus, I declare that the above named product complies with Article 9 of Regulation (EC) No 834/2007 regarding the prohibition on the use of GMOs.

I undertake to inform our customer and its control body/authority immediately if this declaration is withdrawn or modified, or if any information comes to light which would undermine its accuracy. I authorise the control body or control authority, as defined in Article 2 of Council Regulation (EC) No 834/2007, which supervises our customer to examine the accuracy of this declaration and if necessary to take samples for analytic proof. I also accept that this task may be carried out by an independent institution that has been appointed in writing by the control body.

The undersigned takes responsibility for the accuracy of this declaration.

Name:	Date:
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Record Sheet 43 - Compound Animal Feed Product Sheet

To be supplied when applying for additional products

Operator	Sheet
Product Name	

Agricultural Ingredients	Wt Kg	%	Status	Suppliers	Certified By
Total Weight		100%	Agricultural ingredients only in descending order by weight. Status – O = organic, C = Yr 2 conversion, NO = non-organic		

Schedule of Minerals and Vitamins (see paragraphs 8.4.36 to 8.4.42 of the OF&G Manual)

Materials Used	Quantity	Suppliers

Processing Aids and Treatments used in the Process (see paragraphs 8.4.43 to 8.4.48 of the OF&G Manual)

Materials Used	Quantity	Purpose	Suppliers

Name:	Date:
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Record Sheet 48 - Record of Pest Control Materials

Operator:	Registration No:	Sheet:
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Date	Area/equipment/ processing line	Pest or problem	Materials used	Action or comments	Operator sign

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Record Sheet 49 – Certificate of Inspection for Import of Products from Organic Production into the European Community

1. Issuing body or authority (name and address)	2. Council Regulation (EC) No 834/2007, and, Article 33(2) <input type="checkbox"/> or Article 33(3) <input type="checkbox"/> or Commission Regulation (EC) No 1235/2008 Article 19 <input type="checkbox"/>	
3. Serial number of the certificate of inspection	4. Reference No authorisation under Article 19	
5. Exporter (name and address)	6. Inspection body or authority (name and address)	
7. Producer or preparer of the product (name and address)	8. Country of dispatch	
	9. Country of destination	
10. First consignee in the Community (name and address)	11. Name and address of the importer	
12. Marks and numbers. Container No(s). Number and kind. Trade name of the product.	13. CN codes	14. Declared quantity
	<p>15. Declaration of body or authority issuing the certificate referred to in box 1.</p> <p>This is to certify that this certificate has been issued on the basis of the checks required under Article 13(4) of Regulation (EC) No 1235/2008 and that the products designated above have been obtained in accordance with rules of production and inspection of the organic production method which are considered equivalent in accordance with the provisions of Regulation (EC) No 834/2007.</p> <p>Date _____ Stamp of the issuing authority or body _____</p> <p>Name and signature of authorised person _____</p>	

OF&G ORGANIC STANDARDS AND CERTIFICATION MANUAL

Record Sheet 49 – Certificate of Inspection for Import of Products from Organic Production into the European Community

16. Declaration of the competent authority of the member state of the European Union who granted the authorisation or its designate.

This is to certify that the products designated above have been authorised for marketing in the European Community in accordance with the procedure of Article 19 of Regulation (EC) No 1235/2008, under the authorisation number mentioned in box 4.

Date

Stamp of the competent authority or its designate
in the member state

Name and signature of the authorised person

17. Verification of the consignment by the relevant authority in the member state.

Member state:

Import registration (type, number, date and office of the customs declaration):

Date

Name and signature of the authorised person

Stamp

18. Declaration of the first consignee

This is to certify that the reception of the goods has been carried out in accordance with the provisions of Article 34 of Regulation (EC) No 889/2008.

Name of company

Date

Name and signature of the authorised person

OF&G ORGANIC STANDARDS AND CERTIFICATION MANUAL

Record Sheet 49 – Certificate of Inspection for Import of Products from Organic Production into the European Community

Explanatory Notes

- Box 1. Authority or body or other designated authority or body referred to in Article 13(3) of Regulation (EC) 1235/2008. This body also completes Boxes 3 and 15.
- Box 2. This box indicates the EC Regulations which are relevant for the issue and use of this certificate; indicate the relevant provisions.
- Box 3. The serial number of the certificate given by the issuing body or authority in accordance with Article 13(4) of Regulation (EC) No 1235/2008.
- Box 4. The authorisation number in case of import under Article 19. This box is completed by the issuing body or, when the information is not yet available at the same time that the issuing body endorses Box 15, by the importer.
- Box 5. Name and address of the exporter.
- Box 6. The control body or authority for monitoring compliance of the last operation (production, preparation, including packaging and labelling) with the rules of the organic production methods in the third country of dispatch.
- Box 7. Operator who carried out the last operation (production, preparation, including packaging and labelling) on the consignment in the third country mentioned in Box 8.
- Box 9. Country of destination means the country of the first consignee in the Community.
- Box 10. Name and address of the first consignee in the Community. The first consignee shall mean the natural or legal person where the consignment is delivered and where it will be handled for further preparation and/or marketing. The first consignee shall also complete Box 18.
- Box 11. Name and address of the importer. The importer shall mean the natural or legal person within the European Community who presents the consignment for release for free circulation into the European Community, either on its own or through a representative.
- Box 13. Combined Nomenclature Codes for the products concerned.
- Box 14. Declared quantity, expressed in appropriate units (e.g. Kg of net mass, litres etc).
- Box 15. Declaration of the body or authority issuing the certificate. The signature and the stamp must be in a colour different to that of the printing.
- Box 16. Only for imports under the procedure laid down in Article 19 of Regulation (EC) No 1235/2008. To be completed by the competent authority in the Member State which granted the authorisation, or by the delegated body or authority in the case of delegation in accordance with Article 13(7)(b) of Regulation (EC) No 1235/2008. Not to be completed where the derogation of Article 13(7)(c) of Regulation (EC) No 1235/2008 applies.
- Box 17. Shall be completed by the relevant Member State's authority either at the verification of the consignment in accordance with Article 13(1), or before the preparation or splitting operation in the circumstances referred to in Article 14 of Regulation (EC) No 1235/2008.
- Box 18. Shall be filled in by the first consignee at the reception of the products, when he has carried out the checks provided for in Article 34 of the Regulation (EC) No 889/2008.

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Record Sheet 52 - Record of Complaints Received

Notes:

1. This form must be completed when a complaint is received from any interested party such as a buyer, neighbour, consumer or Trading Standards Officer (TSO).
2. The complaint must be investigated and the appropriate action taken to prevent a reoccurrence.
3. The complainant must be notified of the results of the investigation.
4. This record must be made available to the inspector at the next inspection.

Details

Date complaint made:		Staff receiving complaint:	
Complaint against:			
Name of complainant:			
Address of complainant:			
Complainant's tel/fax/email:			
Method of complaint:			

Nature of the Complaint

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Actions taken to prevent reoccurrence

Date	Action

Response to Complainant

Conclusion

Investigation signed off by:		Date:	
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Record Sheet 53 - Declaration of Non-Genetically Modified Content

To be used by the suppliers of non-organic products

The EC Regulation (EC) No 834/2007 and (EC) No 889/2008 prohibit the use of genetically modified organisms (GMOs) and their derivatives in organic production systems and processed foods.

As a supplier of non-organic raw materials, ingredients, additives and processing aids intended for use in organic production and processing, you are asked to confirm that the materials or their derivatives are not produced from genetically modified organisms.

I hereby confirm that, to the best of our knowledge, the following product(s)

Product(s):	Batch/consignment details:

have been produced without the use of genetically modified organisms or their derivatives, that all reasonable steps have been taken to avoid any possible contamination from genetically modified organisms or their derivatives and this has been confirmed by the following measures:

Known non-GM varieties of plants: (specify varieties)	
Traceability through identity protected (IPS) distribution systems:	
Independent audit: (specify control body)	
Equivalent declaration from previous supplier: (supply copy)	
PCR testing for GMO indicators: (give frequency and limits)	
Other method: (specify)	

Name:	Date:
	Position:
Company:	
Address:	
Post code:	Telephone:

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Record Sheet 54 – Extract No... of the Certificate of Inspection for Import of Products from Organic Production into the EC

1. Issuing body or authority having issued the underlying certificate of inspection (name and address)	2. Council Regulation (EC) No 834/2007, Article 33(2) <input type="checkbox"/> or Article 33(3) <input type="checkbox"/> or Commission Regulation (EC) No 1235/2008 Article 19 <input type="checkbox"/>	
3. Serial number of the underlying certificate of inspection	4. Reference No authorisation under Article 19	
5. Operator having split the original consignment into batches (name and address)	6. Control body or authority (name and address)	
7. Name and address of the importer of the original consignment	8. Country of dispatch of the original consignment	9. Total declared quantity of the original consignment
10. Consignee of the batch obtained from splitting (name and address)		
11. Marks and numbers. Container No(s). Number and kind. Trade name of the batch.	12. CN code	13. Declared quantity of the batch
<p>14. Declaration of the relevant authority of the Member State endorsing the extract of the certificate. This extract corresponds to the batch described above and obtained by the splitting of a consignment which is covered by the original certificate of inspection with the serial number in box 3:</p> <p>Member state _____ Date: _____</p> <p>Name and signature of the authorised person _____ Stamp: _____</p>		
<p>15. Declaration of the consignee of the batch This is to certify that the reception of the batch has been carried out in accordance with Article 33 of Regulation (EC) No 889/2008.</p> <p>Name of the company _____ Date: _____</p> <p>Name and signature of the authorised person _____</p>		

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Record Sheet 54 – Extract No... of the Certificate of Inspection for Import of Products from Organic Production into the EC

Explanatory Notes

- Extract No.....: The extract number corresponds to the number of the batch obtained from the splitting of the original consignment.
- Box 1: Name of body or authority in the third country having issued the underlying Certificate of Inspection.
- Box 2: This box indicates the EC Regulations which are relevant provision underlying consignment was imported, see Box 2 of the underlying Certificate of Inspection.
- Box 3: The serial number of the underlying certificate which was given by the issuing body or authority in accordance with Article 13(4) of Regulation (EC) No 1235/2008.
- Box 4: Reference No of the authorisation granted under Article 19 of Regulation (EC) No 1235/2008, see Box 4 of the underlying Certificate of Inspection.
- Box 5: See relevant information on the underlying Certificate of Inspection.
- Box 6.: Control body or authority in charge of controlling the operator having split the consignment.
- Boxes 7, 8, 9: See relevant information on the underlying Certificate of Inspection.
- Box 10: Consignee of the batch (obtained from splitting) in the European Community.
- Box 11: See relevant information on the underlying Certificate of Inspection.
- Box 12: Combined Nomenclature codes for the batch of the products concerned.
- Box 13: Declared quantity, expressed in appropriate units (kg of net mass, litre etc.).
- Box 14: Shall be completed by the relevant Member state's authority for each of the batches resulting from the splitting operation referred to in Article 14(2) of Regulation (EC) No 1235/2008.
- Box 15: Shall be filled up at the reception of the batch, when the consignee has carried out the checks provided for in Article 33 of Regulation (EC) No 889/2008.

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Record Sheet 55 – Declaration of Product Conformity with Regulation (EC) 834/2007 and Regulation (EC) 1235 / 2008

Can be supplied with each application by an importer or exporter for the issuing of a Certificate of Inspection for Import of Products from Organic Production into the European Community.

(Article 13.4 (1235/2008)) requires that:

The authority or body issuing the Certificate of Inspection shall only issue the Certificate of Inspection and endorse the declaration in Box 15, after it has received an explicit declaration of the exporter declaring that the consignment concerned has been produced and/or prepared in accordance with the provisions which are implemented by the authority or body concerned in respect of the import and marketing in the European Community of products referred to in Section 5 of the OF&G Manual.

Name:	
Job Title:	

of

Exporting Company:	
Address:	

Confirm that the following consignment:

Trade Name(s) of product(s)	Container No(s)	Combined Nomenclature Number(s)	Quantity(s) (kg net mass / litres)

has been organically produced and prepared in accordance with the production and processing standards as required in Regulation (EC) 834/2007 and (EC) 1235/2008, as specified in this Manual.

Signature:	
Date:	

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Record Sheet 56 – Mass Balance Reconciliation

Notes –Write clearly and give the start and finish dates and the name of the product and ingredient (if only one ingredient of a multi ingredient product is sampled)

START DATE:	END DATE:
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Organic Ingredient	Opening Stock kg	Quantity Received kg	Total Stock kg	Quantity Used kg	Wastage Kg	Theoretical Closing Stock Kg	Actual Closing Stock kg	Difference between the theoretical and actual closing stock kg	Comments by Operator

