



ORGANIC FOOD FEDERATION



PROCESSING STANDARDS

November 2018

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SECTION 1

HOW TO USE THIS STANDARD AND OTHER GUIDANCE

1.1 Use of sections

- 1.1.1 This Standard has been written in sections to enable you to easily reference the parts required.
- 1.1.2 Sections 1 – 3 are applicable to all operators.
- 1.1.3 Section 4 is specific to your individual operation and is a general section of requirements. These points must be followed for all operations you undertake.
- 1.1.4 Section 5 onwards gives a breakdown of detailed points relating to your operation, some of which might not be applicable.
- 1.1.5 At the end of this Standard is the glossary that should explain any terms which need clarification.
- 1.1.6 This Standard will be amended from time to time and you must ensure that changes effecting your operation are implemented. This will include amendments made via communications from the Federation.

1.2 Specific terms used

- 1.2.1 This Standard has been laid out for ease of use.
- 1.2.2 Where the term “must” is used this point is a mandatory requirement to meet this Standard and must be followed by you.
- 1.2.3 Where the term “should” is used it is recommended that you fully comply with it to help ensure organic integrity, codes of conduct or good practice.
- 1.2.4 The term “may” in most cases means you must obtain prior permission, in writing, from us to carry out this specific operation or practice. This is usually in the form of a derogation.

1.3 Our website

- 1.3.1 www.orgfoodfed.com
- 1.3.2 Our website is easy to use and has lots of useful information on it.
- 1.3.3 Contact details, standards, forms, updates and links.

SECTION 2

INTRODUCTION

2.1 Introduction

- 2.1.1 The Organic Food Federation has been overseeing organic standards since 1986 and is registered with Department for Agriculture, Food and Rural Affairs (Defra) under the EU code of GB-ORG-04.

This is our Standard. Please take time to familiarise yourself with the various sections which cover production, processing, importing, trading, warehousing, non foods and aquaculture. They relate to the certification standard operated by the Federation for the purpose of determining conformity.

2.2 Organic principles

- 2.2.1 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.

2.3 Free movement

- 2.3.1 We believe in the principle of free movement for organically produced products. This means if a product is produced in accordance to this Standard under EC 834/2007 and 889/2008 we accept it as being equivalent to our Standard. This allows free movement within the UK and the European Union without the need to impose further restrictions or higher requirements.
- 2.3.2 Products brought in from outside the EU must be accompanied with a certificate of inspection (COI) issued by an EU recognised certification body which must be included on the EUR-lex website for the required category.

SECTION 3

GENERAL STANDARDS

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- 3.1 Aims and scope**
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- 3.1.1 This Standard provides the basis for the sustainable development of organic production while ensuring the effective functioning of the internal market, guaranteeing fair competition, consumer confidence and protecting consumer interests.
- 3.1.2 It establishes common objectives and principles to underpin the rules set out in this Standard concerning:
- i. All stages of production, preparation and distribution of organic products and their control;
 - ii. The use of indications referring to organic production in labelling and advertising.
- 3.1.3 This Standard 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:
- i. Live or unprocessed agricultural products;
 - ii. Processed agricultural products for use as food or food ingredients;
 - iii. Aquaculture products and seaweeds;
 - iv. Feed;
 - v. Vegetative propagating material and seeds for cultivation.
- 3.1.4 The products of hunting and fishing of wild animals shall not be considered as organic production.
- 3.1.5 This Standard shall also apply to yeasts used as food or feed.
- 3.1.6 This Standard ensures 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 the organic sector can progress in line with production and market developments.
- 3.1.7 This Standard provides rules 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, feed and organic yeast.
- 3.1.8 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.
- 3.1.9 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 must 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.
- 3.1.10 Organic processed products must 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.
- 3.1.11 For the sake of consumer protection and fair competition, the terms used to indicate organic products are 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. The term "organic" must only be used on produce and products that have been certified as such by an approved organic certification body.

SECTION 3

3.2 Requirements

- 3.2.1 You must comply with this Standard and keep an up to date copy on site at all times.
- 3.2.2 If you are planning to produce, prepare, store, import, trade or place on the market organic products you must notify us of your activity and submit your plans.
- 3.2.3 You must document and keep up to date operating procedures in accordance with the requirements of this Standard.
- 3.2.4 You must make available to us copies of all or any part of the documented system should we or Defra require them.
- 3.2.5 You must draw up and maintain:
- i. A full description of your unit / premises;
 - ii. A full description of the operational activities at the above unit / premises;
 - iii. Precautionary measures to be taken in order to reduce the risk of contamination by non organic products or substances.
 - iv. Documentary evidence of NOP production methods if required.
- 3.2.6 If you no longer require organic certification you must inform us in writing with a minimum of three months' notice.
- 3.2.7 You must not deliver or knowingly permit the delivery or sale of non organic products as organic products.
- 3.2.8 If there is any question as to the organic status of a product it must not be sold as organic. Records of its declassification from organic must be kept.
- 3.2.9 You must not conduct operations in a manner that may have an adverse effect on the integrity and reputation of organics.
- 3.2.10 You must inform us of any current court orders or pending prosecutions against you or your operations that have a bearing on your organic activities.
- 3.2.11 In the event that you are prosecuted and it leads to a conviction, we reserve the right to reconsider our certification decision.

3.3 Confidentiality

- 3.3.1 During the course of your inspection and certification process we require you to supply us with information which might be of a confidential nature.
- 3.3.2 We treat all information given to us as confidential and it will not be disclosed to third parties unless it is in the public domain.
- 3.3.3 We are however obliged by law to pass information to authorised government bodies, local authorities and other certification bodies.

3.4 Inspection

- 3.4.1 Our inspectors are all approved and experienced in your type of operation. We will carry out an annual physical inspection.
- 3.4.2 The inspections we carry out fall into four categories:
- i. Assessment is the initial approval inspection carried out by us;

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- ii. Surveillance is your annual inspection;
 - iii. Interim inspections are carried out for the following reasons:
 - You wish to move or change your premises;
 - You wish to add a new operation to your certificate;
 - You make a major change in your operation.
 - iv. Spot inspections are carried out if:
 - We receive a complaint in writing regarding you;
 - If we have to make sure of corrective action for a serious non compliance.
 - As part of our risk assessment procedure.
 - Random selection.
 - We are also required to spot inspect at least 10% of our operators.
- 3.4.3 You must give our representatives access during normal working hours to your holding and premises, with or without prior notice, for the purpose of carrying out inspections or collection of samples of production operations, which are subject to this Standard.
- 3.4.4 Sites that only handle pre packaged products may be able to be audited under a light touch approach.

3.5 Certificates of conformity

- 3.5.1 When you satisfy our requirements to this Standard you will receive a certificate.
- 3.5.2 Your certificate will remain our property and you may be requested to return it in extreme circumstances.
- 3.5.3 Initially certificates are valid for 12 calendar months:
 - i. For producers from date of application;
 - ii. For all other operations from date of certification decision post inspection.
- 3.5.4 Certificates are renewable annually subject to satisfactory inspection and will run concurrently from the date of the previous certificate.
- 3.5.5 We reserve the right to shorten the period of certificates issued.
- 3.5.6 We are responsible for authorising or withholding certificates. Our certification panel is responsible for adjudicating on matters of interpretation and in cases where operators appeal against judgements made by us.
- 3.5.7 Our certification panel / officers are independent of our members and management committee when making decisions regarding certification.
- 3.5.8 You must not make alterations to the system of production, formulation (recipe), processing or manufacture under which the certificate is issued during the period of its validity unless agreed by us in writing. As an exception alteration to feed mill recipes and formula may only be done in accordance with 14.1.10.
- 3.5.9 If you fail to comply with these Standards, we will, as appropriate:
 - i. Withdraw the certificate or reduce its scope;
 - ii. Refuse to grant or renew the certificate or extend its scope;

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- iii. Communicate such decisions and the grounds for them to you and Defra.
- 3.5.10 If your business threatens to bring the Federation into disrepute we may withdraw or refuse to grant or renew your certificate. Such a decision and the grounds for it will be communicated to you in writing. We are required to inform Defra in these instances.
- 3.5.11 Extension certificates are only issued for 28 days after the date of inspection.
- 3.5.12 The word organic can only be used in respect of the production and supply of products that are listed on the certificate or schedule.
- 3.5.13 An electronic copy of your valid certificate may be found on the BioC website <https://www.bioc.info/> . Please note that the certificate is based on the EU model and will there look different to the certificate that we issue.

3.6 Reports

- 3.6.1 After inspection we will issue a report stating compliance or non compliance to this Standard.
- 3.6.2 A notice will be raised for any non compliances identified at the inspection and a timescale agreed to complete the necessary corrective actions. This notice must be countersigned by you at the time of inspection.

3.7 Sampling and testing

- 3.7.1 Where organic integrity, production techniques or unauthorised products are suspected we will request the operator to take samples and / or our representative to obtain any such samples as deemed necessary.
- 3.7.2 We are required to take samples every year from 5% of our operators based on a general evaluation of the risk of non compliance with the organic production rules.
- 3.7.3 You must inform us of any positive results on tests of analysis for GM or pesticide residuals that you have received.
- 3.7.4 You may have to pay any costs relating to the samples taken and analysis performed by the Federation.
- 3.7.5 You must inform us in all cases where samples have returned positive results and provide copies of these results.

3.8 Fees

- 3.8.1 You will be charged a fee for inspection and certification which must be paid within 30 days of the date of our invoice.
- 3.8.2 Your certificate will not be issued until all fees have been paid.
- 3.8.3 A cancellation fee will be charged for postponing a pre arranged audit if you give less than four working days notice.
- 3.8.4 A fee will also be charged for certificates of inspection, export certificates or other documentation required showing our official stamp.
- 3.8.5 Additions to certificates can be added at time of the annual surveillance audit and up to 14 days after the date of inspection free of charge. This is not the case with spot inspections.

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- 3.8.6 A fee will be charged for any modifications to the certificate, including additions of recipes, products or land.
- 3.8.7 Extension certificates that are required due to an audit being delayed at your request will not be issued beyond 28 days from the original audit date without incurring a fee.

3.9 Exchange of information

- 3.9.1 Information may be exchanged to guarantee that operations are carried out in accordance with this Standard.
- 3.9.2 Information may be passed to the European Commission, Defra, other government departments and certification bodies.
- 3.9.3 No information will be given to anyone outside of this group without written permission from yourself.
- 3.9.4 If you leave us for an alternative certification body, we will transfer information that we hold on your operation to another certification body upon request in writing from yourself.
- 3.9.5 We are required to inform Defra of:
- i. Withdrawals from certification;
 - ii. Deletions;
 - iii. Manifest or critical infringements;
 - iv. Positive test results.

3.10 Infringements / non compliances

- 3.10.1 A non compliance is any point which is at variance to our Standards.
- 3.10.2 Non compliances fall into five categories:
- i. **Observation:** something noticed at inspection that may affect legality or food safety, and therefore requires attention;
 - ii. **Minor:** does not directly compromise the integrity of the product but needs correcting;
 - iii. **Major:** may compromise the integrity of the product if not corrected, or may result from not correcting a previous minor non compliance. A number of major non compliances may lead to suspension of certification for the products or enterprises affected where there are concerns over integrity of the product or system;
 - iv. **Critical:** directly affects the integrity of the product or may result from not correcting a previous major non compliance. A critical non compliance will normally result in us suspending certification for the products or enterprises affected or the whole certificate;
 - v. **Manifest infringement:** one in which organic integrity has been irrevocably lost as a result of fraud or failure to act to prevent the loss of integrity. It may also result from not correcting a previous critical non compliance. This will most likely result in termination of your certification and Defra being informed.

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- 3.10.3 Acceptable evidence for correction of non compliances:
- i. Copies of records;
 - ii. Written confirmation of changes;
 - iii. Photographic evidence;
 - iv. Additional inspection (spot inspection);
 - v. Third party audit report (if this is relevant).
- 3.10.4 When non compliances are discovered (either during inspection or as a result of a complaint etc) a non compliance notice will be served on the spot by the inspector or by us whichever is appropriate.
- 3.10.5 This notice will be served regardless of the non compliance being due to ignorance of this Standard. The date of discovery, location and nature of the non compliance, products affected, quantities involved (if possible) and the corrective action required will be recorded in the report and summarised in the non compliance notice.
- 3.10.6 You must agree a time scale for correction of the non compliance, and sign and retain a copy of the notice. It is expected that all non compliances are resolved in a maximum of 28 days. Failure to do so could lead to your certification being suspended or terminated.
- 3.10.7 You must take immediate steps to prevent any further sales of non conforming stock (if necessary by recalling stock in trade and holding stock in hand) and to correct the non compliance.
- 3.10.8 Non compliances must be corrected before certification can be granted or renewed. When non compliances do not affect the organic integrity of a product, we may at our discretion issue a certificate before the non compliance has been cleared. This may be for a limited period until satisfactory evidence has been provided to correct the non compliance concerned and steps have been taken to prevent recurrences.
- 3.10.9 Your certification might be suspended until appropriate corrective action has taken place.
- 3.10.10 Our certification system allows suspension or deletion if no responses have been received to letters or if there has been a critical, manifest infringement or relevant prosecution against you. If this happens you must inform all of your customers that your certificate has been suspended or deleted.
- 3.10.11 If you have been suspended, deleted or withdrawn it is illegal to sell or trade in organic products.

3.11 Genetically modified organisms (GMOs)

- 3.11.1 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 must therefore not be used in organic farming or in the processing of organic products.
- 3.11.2 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.
- 3.11.3 The use of GMOs is prohibited. It is not possible to label a product as organic where it has to be labelled as containing GMOs, consisting of GMOs or produced from GMOs.
- 3.11.4 In the case of products to which the GMO labelling rules apply, proof of compliance is the declaration on the labelling of inputs that they do not contain GMOs.
- 3.11.5 For products to which the GMO labelling rules do not apply vendor declarations that the

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product has not been produced by or from GMOs are required from all of your suppliers. Visit our website www.orgfoodfed.com for a model of a GMO statement.

- 3.11.6 For a guide to products that are subject to GMO labelling see:
http://www.food.gov.uk/gmfoods/gm/gm_labelling
- 3.11.7 Where it is not specifically mentioned or is in question a statement of non GMO inclusion must be obtained for all products purchased from your suppliers.
- 3.11.8 Organic production must not take place for at least five years on land which has been planted with genetically modified crops.
- 3.11.9 You must not grow any GM crops on your holding.

3.12 Training

- 3.12.1 To help maintain organic integrity it is necessary to ensure that all staff involved with producing and processing have:
- i. A basic training in the task that they are performing;
 - ii. Have been made aware of the Standard relating to the task;
 - iii. Understand how their tasks relate to organic integrity and separation and the need to maintain them.
- 3.12.2 This training must be documented for all personnel involved in organics.

3.13 Product approval

- 3.13.1 All products and recipes must be approved by us and placed on your certificate and trading schedule before manufacture. For details on the requirements and permitted additives please see the relevant sections in this Standard.
- 3.13.2 All livestock and crops must be inspected, approved and placed on your certificate and trading schedule by us before sale.

3.14 Other statutory requirements

- 3.14.1 You must comply with all relevant legislation that applies to your unit and operation over and above this Standard. Examples can include:
- i. Health and safety legislation
 - ii. Environmental;
 - iii. Control of Substances Hazardous to Health (COSHH);
 - iv. Employment law;
 - v. Labelling;
 - vi. HACCP;
 - vii. Notification to local authority of business activity.

3.15 Use of our logo and the EU logo

- 3.15.1 You must submit copies of all label artwork and proofs to us for approval before printing and use and if required to do so stop using any claims, statements or logos that are unacceptable or considered misleading by us.

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- 3.15.2 You must immediately discontinue using our logo and the EU logo on related artwork and advertising material on withdrawal of your certificate. Any reference to organic accreditation by us must be removed from all documents in your possession.
- 3.15.3 You must discontinue use of our logo and the EU logo or any claim of compliance to our Standard with immediate effect if you are temporarily unable to comply with this Standard.
- 3.15.4 You must not use our logo and the EU logo in relation to products unless listed on your valid certificate and trading schedule.
- 3.15.5 You may only use our logo and the EU logo on products you have manufactured, including animal feeds, if the content is 95% organic or over.

Organic Food Federation logo

- 3.15.6 Our logo is a mark of recognition showing compliance to our Standards but is not a mandatory requirement. We will send copies of our logo to you on request.
- 3.15.7 You may only use our logo on products you have manufactured, including animal feeds, if they comply with this Standard.
- 3.15.8 You may, in addition, use our logo on your advertising material, company stationery, promotional literature and your website subject to our approval.
- 3.15.9 You must ensure our logo is not larger than the EU logo when used together.
- 3.15.10 If your product is approved for use in organic systems by us you are eligible to use our approved product logo.

The EU Logo

- 3.15.11 You must use the EU logo for all pre packaged food with over 95% organic content.
- 3.15.12 You must not use the logo if less than 95% of the content of agricultural ingredients of a product has been produced organically.
- 3.15.13 You may use the EU logo on a voluntary basis on non pre packaged 95% organic products that originate from outside the EU or that are imported from third countries.
- 3.15.14 For further information on the use of the EU logo and for copies of the logo please see the two websites listed below:

The website below shows the logo:

http://ec.europa.eu/agriculture/organic/files/eu-policy/logo/user_manual_logo_en.pdf

Frequently asked questions document can be downloaded from:

http://ec.europa.eu/agriculture/organic/files/eu-policy/logo/FAQ_logo_en.pdf

EU logo design specification

- 3.15.15 You must comply with the following points and the model shown when using the EU logo.
 - i. The logo should appear in light green pantone 376, CMYK 50/0/100/0 and RGB 169/201/56 but may also appear in black and white where a colour form is not practical.
 - ii. You may also use the black and white symbol as shown only where it is not practical to apply in colour.
 - iii. On dark packaging the logo may appear in negative format using the packaging colour instead of white.

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- iv. If packaging is in a single colour then the logo may also appear in that colour rather than in green or black and white.
- v. 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.
- vi. The Organic logo of the EU shall comply with the model below:



- vii. The minimum height is 9mm. The height/width ratio is 1:1.5 so minimum width is 13.5mm. For exceptionally small packaging such as small sweets the logo may be used with a height of 6mm. In such cases other logos should not appear larger than the EU logo, such use would be seen as evidence of misuse of the exception.
- viii. Other graphical or textual elements may be used along with the logo, i.e. national or private logos but they must not interfere with the logo or any of the required indications.
- ix. If a national or private logo is green then that colour green may be used for the European logo as well.
- x. You must ensure that the logo and our certification code are placed together. You may place them anywhere on the pack provided they are in a conspicuous place that is easily visible, clearly legible and indelible.

Required Wording

- i. All products packed and or labelled by our operators must carry our code.
- ii. The code for the Organic Food Federation is: GB – ORG – 04.
- iii. Our code must appear on labels in exactly that format in the same visual field as the EU logo.
- iv. You must indicate where the raw materials originate from where the Community logo is used as follows:
 - 'EU Agriculture', where the agricultural raw material has been farmed in the EU;
 - 'non-EU Agriculture' where the agricultural raw material has been farmed in third countries;
 - 'EU/non-EU Agriculture' where part of the agricultural raw materials has been farmed in the Community and a part of it has been farmed in a third country;
- v. If all raw materials have been farmed in only one country, the name of this specific country, in or outside the EU, can be indicated instead.
- vi. Examples of the use of the logo:



GB-ORG-04
EU Agriculture



GB-ORG-04
Non-EU Agriculture



GB-ORG-04
EU/non-EU Agriculture



GB-ORG-04
UK Agriculture



GB-ORG-04
France Agriculture

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3.16 Labelling

- 3.16.1 You must label products produced to this Standard as organic and use our code GB-ORG-04.
- 3.16.2 You must clearly label organic products at all times with an accurate description of the product and the label must not be misleading.
- 3.16.3 You must ensure that labelling is clear, concise and complies with all relevant UK legislation.
- 3.16.4 You must only describe products as organic and market them as organic products if the composition of the product is 95% organic or over.
- 3.16.5 You must ensure that your organic products are labelled stating:
- i. Your name and address and, where different, the owner or seller of the product;
 - ii. The name of the product or a description of the compound feeding stuff accompanied by a reference to the organic production method;
 - iii. Our name and / or the code number;
 - iv. Where relevant the product should be labelled with an identification mark to enable traceability of the product to its manufacturer eg batch code, or use by / best before date.
- 3.16.6 If less than 95% of the content of agricultural ingredients has been produced organically the term organic can only be used to refer to the ingredients which have been organically produced in the list of ingredients on the product label. The ingredients list must also carry a declaration of the proportion of the content of organic agricultural ingredients.
- 3.16.7 You must use the reference GB-ORG-04 on all labels for products certified by us. This includes dispatch, transport and delivery documents.
- 3.16.8 You must not use our code if you import from the EU without breaking bulk. However, in these circumstances you may use our logo. Your labels must include the code of the certifier who licences the last process within the EU, for example EcoCert, AB Cert, etc.
- 3.16.9 You must use our code if you import and break bulk or carry out a further processing operation. You may also use our logo.

Feed Labelling

- 3.16.10 Animal feed products can be labelled organic as long as at least 95% of the dry matter content is comprised of organic ingredients. All ingredients of plant or animal origin contained in the processed feed must be from the organic production method.
- 3.16.11 Your labels for animal feeds should be:
- i. Printed with the same colour, format and character font so as not to draw more attention to the organic reference than to the description or name of the feed;
 - ii. Accompanied, in the same field of vision, by an indication by weight of dry matter referring:
 - a) To the percentage of feed material from the organic production method;
 - b) To the percentage of feed material from products in conversion to organic farming;
 - c) To the percentage of feed material not organic or in conversion;

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- d) To the total percentage of animal feed of agricultural origin;
 - iii. Accompanied by a list of names of feed materials from the organic production method;
 - iv. Accompanied by a list of names of feed materials from products in conversion to organic production.
- 3.16.12 Where feed is comprised of in conversion and / or non organic ingredients as well as organic ingredients you may sell it with the designation “may be used in organic production in accordance with Regulations (EC) 834/2007 and (EC) 889/2008”, provided that it complies with this Standard.
- 3.16.13 Organic feed labelling must show the respective total percentages in the product of feed materials which are organic, in conversion and from non-organic production as well as the total percentage of the feed comprised of agricultural ingredients. The labelling must also list the ingredients which are organic and those which are in conversion products.

Under conversion

- 3.16.14 You may label products with the designation “product under conversion to organic farming”, provided that:
- i. When it was harvested the land on which it was grown had completed at least twelve months of its conversion period;
 - ii. The designation must not be more prominently displayed than any other indications the product is required to carry;
 - iii. It is comprised only of one crop ingredient;
 - iv. It bears our code number.

3.17 Complaints

- 3.17.1 We will inform you of any complaints in writing which concern your operations.
- 3.17.2 You are required to investigate and respond to us on any complaints that we receive.
- 3.17.3 You must have a procedure on how you handle complaints made against your business or products. You must also keep records of any complaints you receive and actions you have taken to resolve them.

3.18 Appeals

- 3.18.1 From the date of a certification decision you have 14 clear days to appeal.
- 3.18.2 You must notify us in writing of your decision to appeal stating your grounds.
- 3.18.3 Once we receive your appeal request we will send you a copy of the appropriate procedure which shows how we will process your appeal.

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3.19 Sales, purchases and record keeping

- 3.19.1 You must keep records relating to all products, chemicals, additives, seeds, livestock and raw materials that you sell or purchase.
- 3.19.2 When selling products, you must ensure all documentation that you supply with the product clearly states that the products are either organic or in certain cases in conversion. These products must also be listed on your current certificate of conformity and trading schedule issued by us.
- 3.19.3 When purchasing products, you must ensure not only the documentation supplied (delivery note) is marked organic but that it is also accompanied by a valid certificate of conformity and trading schedule issued by an EU recognised certification body.
- 3.19.4 On receipt of organic product, you must check that the items are fully packaged and that the packaging is sealed and intact so as not to risk contamination with non organic products.
- 3.19.5 Imported products from outside the EU must be certified by an EU recognised certification body.
- 3.19.6 Records of quantities sold and purchased must be kept and made available at your annual audit as part of your reconciliation.
- 3.19.7 You must ensure that verification of the status of organic goods is undertaken at reception and recorded.

3.20 Transport

- 3.20.1 Where simultaneous collection of organic and non organic products takes place you must ensure appropriate measures are taken to prevent any possible mixture or exchange with non organic products and to ensure the identification of the organic products. You must also keep information relating to collection days, hours, circuit and date and time of receipt.
- 3.20.2 You must 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.
- 3.20.3 The closing of packaging, containers or vehicles is not required where:
- i. Transportation is direct between two certified organic operators.
 - ii. You must ensure that documentation accompanying the delivery meets the requirements of labelling.
- 3.20.4 You must keep records on any transport operations, goods received or sent, and make sure they are available at our inspection.
- 3.20.5 You must ensure during transport that organically produced feed, in conversion feed, and non organic feed are effectively physically separated.
- 3.20.6 You must ensure that transport used for movement of products is clean, pest free and in suitable condition for its use especially where non organic products have been transported previously. This transport must be cleaned between loads, checked and records kept.
- 3.20.7 You must ensure organic products are separated physically or in time from non organic products during transport.
- 3.20.8 You should ensure vehicles used to transport chilled or frozen goods are not only clean and

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suitable but are the correct temperature for the goods that you are transporting.

3.20.9 You must keep detailed records of:

- i. Products transported;
- ii. Date transported;
- iii. Haulier or vehicle;
- iv. Cleaning between loads;
- v. Packaging integrity checks;
- vi. Correct documentation sent and received;
- vii. Products clearly labelled and identified.

SECTION 4

GENERAL REQUIREMENTS

4.1 Specific principles

- 4.1.1 The specific principles to be observed in organic food production emphasise the importance of using only organic ingredients, reducing the use of additives and processing aids to the minimum and ensuring that production methods neither mislead the consumer as to the nature of the product or are based on synthetic processes.
- 4.1.2 The use of ionising radiation for the treatment of organic food or feed, or of raw materials used in organic food or feed is prohibited.

4.2 Operational description

- 4.2.1 You should have operational procedures and systems in place to ensure the integrity and quality of the organic products.
- 4.2.2 You must, at the time of registration, draw up a full description of your premises and the scope of activities. The full description of your unit must include:
- i. The facilities used for the reception, preparation and storage of the products before and after the operations concerning them;
 - ii. The facilities used for the storage of other products (packaging);
 - iii. The facilities used to store products for chemicals;
 - iv. A list and description of the products you intend to produce, store, trade or import.
 - v. For importers indicate the points of entry of the product into the community.
- 4.2.3 You must also ensure any contracted facilities that you use for the storage of imported products are organically certified as part of your premises' organic inspection or are certified separately and that you have copies of their organic certification stating that they are certified for the storage of your products.
- 4.2.4 You must have operational procedures and systems in place to ensure the integrity and quality of the organic products you produce.

4.3 Religious slaughter

- 4.3.1 We require that animals are pre stunned to render them unconscious before being slaughtered. We do not endorse those methods of religious slaughter where the animal is fully conscious when being killed.

4.4 Your audit

- 4.4.1 The purpose of any audit is to ensure your on going compliance to this Standard.
- 4.4.2 Reconciliation is an exercise carried out after the initial assessment inspection and annually thereafter to compare organic inputs and outputs.
- 4.4.3 Your annual audit should take place prior to your certificate of conformity expiring. This is to allow an inspection to take place, report to be written and submitted to you and any non compliance dealt with before your certificate expires.
- 4.4.4 In addition to your annual audit your activities may be inspected based upon risk assessment.

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- 4.4.5 We will require you to confirm that you have not put organic integrity at risk and that the procedures required to ensure compliance with this Standard have been maintained at all times.
- 4.4.6 At the inspection our inspector will need to see a variety of documents which you must ensure is available before our inspector arrives such as:
- i. Copies of valid organic certificates for each organic supplier;
 - ii. Documentation for non organic ingredients supporting claims of freedom from GMOs or compliance with specific compositional standards where appropriate;
 - iii. Accumulated quantities of all organic sales and purchases since the start of the audit period;
 - iv. Copies of all current organic recipes / formulations;
 - v. Opening and closing stocks of each raw material and organic product for the audit period;
 - vi. Quantities of organic materials used as processing aids (eg dusting flour, tin releasing oil) or purging quantities;
 - vii. Quantities of organic materials used for product development, free samples and staff sales;
 - viii. Total quantities of all organic goods received and despatched since the start of the audit period;
 - ix. Opening and closing stocks of each organic product for the audit period;
 - x. Up to date copies of derogations you have been granted;
 - xi. Specifications for compound ingredients;
 - xii. Complaint records.
- 4.4.7 Failure to provide any of this information if it is relevant to your operations is a non compliance.
- 4.4.8 If the absence of information results in failure to carry out an acceptable reconciliation it becomes a serious non compliance and your continued certification is at risk.
- 4.4.9 We will have to charge if further inspections are required due to a serious non compliance.
- 4.4.10 You must inform us if you have a production run of organic products less than 2 monthly so that we can ensure our inspection coincides with your organic manufacture.

4.5 Records

- 4.5.1 You must keep full and accurate records of all areas of your operations. These records must be made available at time of audit.
- 4.5.2 record separately and maintain in a readily accessible format the quantities of each type of organic goods received and despatched.
- 4.5.3 There must be a stock control system that ensures the exact location and stockholding of each organic product held is precisely known at all times.
- 4.5.4 All organic goods must be accompanied with a delivery note and the details must be stored in a manner that allows a summary of transfers over any defined period

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- 4.5.5 You must keep full and accurate records of all operation areas of your business. These could include:
- i. Copies of valid organic certificates for each organic supplier;
 - ii. Traceability and identification records;
 - iii. Stock records (opening, closing, work in progress and stock losses);
 - iv. Location in store;
 - v. Training records;
 - vi. Cleaning procedures, schedules and records;
 - vii. Purchases / Raw materials (date, quantity, supplier, certificate);
 - viii. Production records (date, quantity, ingredients and labelling);
 - ix. Sales records (date, quantity, customer, delivery docs);
 - x. Disposal and waste records giving details of code, quantity and reason for disposal;
 - xi. Specifications, recipes, composition (dry matter inclusion, supplements added).
 - xii. Pest control;
 - xiii. Laboratory and test analysis results;
 - xiv. Recall and withdrawal procedure tests;
 - xv. Complaints;
 - xvi. Financial records.

4.6 Exceptional rules

- 4.6.1 Where products are not listed in this Standard and are not available on the market in organic form you may be able to obtain an authorisation from Defra to use it in non organic form.
- 4.6.2 Applications to Defra must be accompanied by documentary evidence of non availability submitted by you and this should include evidence showing that:
- i. The ingredient concerned is not produced in sufficient quantity in the Community organically or cannot be imported from third countries;
 - ii. You have contacted suppliers in the Community to establish the unavailability of the ingredients concerned and the quantities required.
- 4.6.3 This authorisation can be issued for a period of twelve months renewable twice.
- 4.6.4 If the product becomes available in organic form during this authorisation Defra might cancel your authorisation.

4.7 Hazard analysis critical control point

- 4.7.1 You must set up and maintain procedures for control of the process based on a systematic identification of critical processing steps.
- 4.7.2 Your HACCP must include points that can affect organic integrity at the critical point of your business and show:
- i. Goods in (checking goods coming in are organic);
 - ii. Manufacture (ensuring that only organic ingredients are used in a product);
 - iii. Storage (including work in progress) that storage is correctly labelled;
 - iv. Despatch (only organic goods are labelled and despatched as organic).

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4.8 Product hold, recall and withdrawal

- 4.8.1 You must have procedures in place to enable the withdrawal or recall of non conforming products to prevent them being released on to the market.
- 4.8.2 These procedures should be tested annually and recorded.
- 4.8.3 You must notify us within three working days of any recall or withdrawal.
- 4.8.4 You must where you consider or suspect that a product you have received is not organic
- i. immediately inform us
 - ii. initiate procedures either to withdraw from sale
 - iii. or remove any reference to the organic production method
 - iv. or separate and identify the product.
 - v. eliminate any doubt as to the authenticity of the product before despatching it
- 4.8.5 We may require that the product cannot be placed on the market with indications referring to the organic production method until we are satisfied, by information received from you or from other sources, that the doubt has been eliminated.
- 4.8.6 You may place it on the market without indication referring to the organic production method. Records of this downgrade must be kept.
- 4.8.7 You must not market the product as organic where we have a substantiated suspicion that it is not in compliance with organic regulations. However, if the suspicion is not confirmed, this decision shall be cancelled.
- 4.8.8 You must co-operate fully with us in resolving any suspicion as to the organic integrity of your products or materials you have received.
- 4.8.9 You must ensure that any incorrectly labelled goods are reported to their owner (where title is not held) and quarantined.
- 4.8.10 You must ensure that no quarantined goods are released for sale.
- 4.8.11 Quarantined goods may be released for disposal but records need to be kept of this disposal.
- 4.8.12 You must inform us if you have goods that have been quarantined. Only the Federation can authorise their return to stock.

4.9 Labelling

- 4.9.1 All labels and artwork must be submitted to us for approval and confirmation of their approval received from us before printing. You must keep records of these approvals.
- 4.9.2 We will include products on your certificate and trading schedule only when we have received both recipe and artwork for the products.

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4.10 Sub contracting

- 4.10.1 Where you contract out operations to third parties you must ensure that they hold organic certification by a recognised certification body. Failure to do this might lead to a loss of part or all of your certification.
- 4.10.2 Where sub contractors are employed by you at your unit or premises you must ensure that they are fully aware of your organic status and how the conditions in this Standard apply to the job you have contracted them to carry out.
- 4.10.3 You must ensure practical measures are taken, including for example a system of records that ensures products can be traced, as appropriate to their suppliers, sellers, consignees and buyers. These records must be kept for use during your audit.

4.11 Training

- 4.11.1 You must train your staff working with organic products in the basic principles of organic production or separation.
- 4.11.2 You must document and record for each member of staff details of training given both internally and externally including refresher courses. Records of training must be kept and be available for your audit.
- 4.11.3 You should ensure that all personnel working directly with food should have had a Basic Food Hygiene certificate.
- 4.11.4 Training can be carried out externally or in house provided the trainer is suitably qualified.
- 4.11.5 You should ensure that all new employees are aware of hygiene, product protection and factory safety rules.

4.12 Medical screening

- 4.12.1 You must not allow any personnel working directly with food to be suffering from contagious illnesses, bronchial or intestinal disorder and open sores or cuts. All of which must be reported as soon as they are detected
- 4.12.2 You should have procedures in place to ensure staff understand the need to report any illnesses or cuts to the responsible person. Training in this procedure should be documented.
- 4.12.3 You must ensure personnel returning to work after a gastro intestinal illness have been cleared to resume work before they come into contact with food products. This clearance must be documented.
- 4.12.4 You must ensure open wounds are dressed with an appropriate dressing (preferably a food safe approved blue metallic strip plaster). You should keep a record of plasters issued during a shift and ensure they are accounted for at the end of the shift.
- 4.12.5 You must not allow personnel with open cuts, sores or skin complaints to have contact with unwrapped foodstuffs.

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4.13 Reconciliation

- 4.13.1 Reconciliation is an exercise carried out after the initial assessment inspection and annually thereafter to compare organic inputs and outputs.
- 4.13.2 **Inputs**
These are organic raw materials/ ingredients/ products you have brought into your unit.
- 4.13.3 **Outputs**
These are the quantity of finished goods / stock that you have despatched.
- 4.13.4 Your reconciliation must be available for your annual inspection.
- 4.13.5 Your reconciliation must be
- i. calculated no less than annually
 - ii. documented either electronically or on paper
 - iii. available at time of audit
 - iv. calculated for each organic raw material / ingredient / stock item
 - v. actual usage and if manufacturing theoretical usage
 - vi. Inclusive of figures for waste and losses
 - vii. able to reconcile each component against your purchases and quantities of product made
 - viii. recorded separately from non organic items
- 4.13.6 You must investigate and record losses or gains in your reconciliation figures and can show justification for these at your audit.
- 4.13.7 You should challenge and record reconciliation information on a regular basis.
- 4.13.8 You must, when using recipes or formulations, be able to reconcile each component against your purchases and quantities of product made.
- 4.13.6 You should keep a stocktaking record and it is recommended that stocks should be checked and recorded frequently.
- 4.13.9 Actual Usage can be calculated by:
- (opening stock + goods received) – (losses + closing stock) = goods despatched.
- 4.13.7 The theoretical usage of each organic ingredient can be calculated from the specification or recipe for each individual product and then added to the usages of the same ingredient in other products made on site to obtain the total theoretical usage.
- 4.13.8 You must take account when calculating total usages, materials which are used for
- i. purging,
 - ii. flour dusting,
 - iii. releasing agents or which
 - iv. are also used in non organic products.
- 4.13.9 You must ensure if your reconciliation system is computerised that someone, who is fully conversant with it, is available at the time of inspection.
- 4.13.10 You must, if there is a lot of data, ensure it is summarised so that our inspector can assess it by conducting random spot checks. (There may be so much information that it is impracticable for the inspector to audit every ingredient.)

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- 4.13.11 Failure to keep records which can be audited for the purposes of reconciliation is a serious non compliance that may result in suspension of your certification.
- 4.13.12 We may make additional charges for time spent on trying to reconcile data when it is difficult to access. It is your responsibility to ensure that our inspector is provided with all the necessary information.

4.13.13 **Example reconciliation**

If a 54kg dough mix yields 60 x 900g dough pieces.

The dough mix contains

Organic Flour	25.0kg
Organic Shortening	1.0kg
Yeast	0.5kg
Salt	0.1kg
Water	27.4kg

54.0kg

A 900g dough piece produces 1 large loaf at 800g.

So for every 60 dough pieces we are using a theoretical quantity of 25kg of flour and 1 kg shortening.

If for example the production for the whole year had been 6240 large loaves, theoretical dough production would be $6240 / 60 = 104$ mixes.

Therefore, flour usage would be $104 \times 25\text{kg} = 2.600$ tonne.

There would be further flour used for dusting (say 0.5 kg per batch = 52kg per 104 batches) and the theoretical usage may be 2.652 tonne (just over 106 bags).

If we compare this with say 120 x 25kg flour purchased with zero opening stock and 13 bags closing stock the actual usage is 107 bags. The reconciliation of flour would therefore be satisfactory.

Remember that to reconcile satisfactorily, actual usage **MUST** be greater than theoretical usage.

4.14 Traceability

- 4.14.1 Organic products must be clearly identifiable at all times.
- 4.14.2 You must ensure identification of lots and avoid any mixing with or contamination by products and / or substances not in compliance with this Standard.
- 4.14.3 You must clearly display lot numbers on the products to allow traceability of the products and materials stored.
- 4.14.4 You must document your traceability and records must be available at your audit and for purposes of reconciliation.
- 4.14.5 The traceability code could be the expiry date of the material or if a closed code is applied by the manufacturer this should be used. If there is no code the goods received number (GRN) and date received may be used as the basis of traceability.
- 4.14.6 You must ensure that full traceability is maintained at every stage of the process including goods in, storage, work in progress, manufacture, rework, finished goods and dispatch.
- 4.14.7 Your labels or packaging must show information to allow full traceability of the product back to its individual ingredients.

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- 4.14.8 You must keep labels / packaging and the receipt for products you buy from retail stores to allow full traceability of the product.
- 4.14.9 You must keep records of traceability to enable you to trace all ingredients used from intake through to the final product. You must ensure that full traceability is maintained at every stage of the process including goods in, storage, work in progress, manufacture, rework, finished goods and dispatch.

SECTION 5

RAW MATERIALS

5.1 Specific principles

- 5.1.1 You must not use any product or ingredient that has been subjected to any form of ionising radiation.
- 5.1.2 You must have valid certificates of conformity and trading schedules for all products and raw materials to ensure they meet the organic requirements. These must be valid, state the goods supplied and the address of the supplier.
- 5.1.3 Where materials are purchased from retail outlets (supermarkets) the above clause may not be relevant. In this case the pack label and sales receipt must be kept as proof of organic status.
- 5.1.4 Raw materials must have full documentation and be securely packaged, labelled “organic” and also include details of the certification body. Records of goods received must be kept.
- 5.1.5 You should check all incoming raw materials for pest infestation and document the findings.
- 5.1.6 Records must be maintained and be available to show the nature, organic status, supplier and quantity of all ingredients, additives and processing aids.
- 5.1.7 Organic product and raw material storage areas must be segregated from non organic and identified as follows:
- i. Intake or goods in areas;
 - ii. Raw material storage areas;
 - iii. Work in progress areas;
 - iv. Finished products;
 - v. Third party storage.
- 5.1.8 Lot numbers must be clearly displayed on the products to allow traceability of the products and materials stored. These must be recorded and be available at your audit and for purposes of reconciliation.

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COMPOSITION

6.1 Composition

- 6.1.1 You must ensure that all conditions in the raw material section are complied with.
- 6.1.2 You must only use processing aids and additives if they appear in this section.
- 6.1.3 You must record organic certification details of each ingredient supplier. These certificates must be kept up to date and must be available at your audit.
- 6.1.4 Any product you produce or market as “organic” or “made with organic ingredients” must be included on your certificate of conformity and trading schedule.
- 6.1.5 Processed organic foods are characterised by the percentage of their agriculturally derived ingredients which are certified organic. Non agricultural ingredients include water, salt, allowable minerals and functional additives.
- 6.1.6 It is not permitted to use any non organic, non agricultural material in an organic product unless it is specifically permitted as an additive or a processing aid in this Standard.
- 6.1.7 Food produced from in conversion crops shall contain only one crop ingredient of agricultural origin.
- 6.1.8 You must not use 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.

6.2 Recipes

- 6.2.1 Before you manufacture products you must submit recipes for all products you want to produce and must have received approval from us. You must keep records of these approvals.
- 6.2.2 Recipes must be submitted using the recipe calculation form (available on request or can be downloaded from our website www.orgfoodfed.com).
- 6.2.3 When submitting recipe forms you must also send us each of the certificates and trading schedules for the supplier of the ingredients listed in your recipe.
- 6.2.4 If you wish to add other products to your certificate you must also complete a recipe calculation form for each product and submit it to us for approval as above.
- 6.2.5 A recipe or formulation must not include an organic ingredient together with the same ingredient in a non organic form or an ingredient in conversion.

6.3 95% - 100% organic ingredients

- 6.3.1 You must only describe a product as organic in its product description or title if it contains 95% - 100% agricultural ingredients which have been certified as organic and only ingredients permitted in this Standard.
- 6.3.2 If you intend to market a product as 100% organic, every ingredient must be certified as organic.

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6.3.3 It is however acceptable to use the statement “100% of the agricultural ingredients are organic” if all of the agricultural ingredients are certified organic.

6.4 95% organic ingredients and less

6.4.1 If a product contains less than 95% organic agricultural ingredients it must not be labelled as organic; but it may have the wording:-

- “X% of the agricultural ingredients were produced in accordance with the rules of organic production”
- or “made with X% organic agricultural ingredients”
- or “product containing X% organic agricultural materials”.

6.4.2 It is not permitted to mix organic and non organic ingredients of the same type in an organic recipe or formulation.

6.4.3 Organic ingredients used must be identified in the ingredient list.

6.4.4 The product label must have the statutory form of wording “GB-ORG-04”.

6.5 Permitted additives

6.5.1 The products listed below are permitted for use in organic foods with the exception of wine. Please refer to section 12 of this Standard for wine.

6.5.2 Food additives, including carriers

For the purpose of the calculation food additives marked with ➤ in the column of the code number, shall be calculated as ingredients of agricultural origin.

Code	Name	Preparation of foodstuffs of:		Specific conditions
		Plant origin	Animal origin	
E 153	Vegetable carbon		X	Ashy goat cheese, Morbier cheese
➤ E 160b	Annatto, Bixin, Norbixin		X	Red Leicester cheese, Double Gloucester cheese, Cheddar and Mimolette cheese
E 170	Calcium carbonate	X	X	Shall not be used for colouring or calcium enrichment of products
E 220	Sulphur dioxide	X	X (Only for mead)	In fruit wines (4) and mead with and without added sugar) 100mg (**)
E 224	Potassium metabisulphite	X	X (Only for mead)	In fruit wines (4) and mead with and without added sugar) 100mg (**)
E223	Sodium metabisulphite		X	Crustaceans (2)
E 250	Sodium nitrite		X	For meat products (1) For E250 indicative ingoing amount expressed as NaNO ₂ : 80 mg/kg Maximum residual amount expressed as NaNO ₂ : 50 mg/kg

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E 252	Potassium nitrate		X	For meat products (1) For E252 indicative ingoing amount expressed as NaNO ₃ : 80 mg/kg Maximum residual amount expressed as NaNO ₃ : 50 mg/kg
E 270	Lactic acid	X	X	
E 290	Carbon dioxide	X	X	
E 296	Malic acid	X		
E 300	Ascorbic acid	X	X	Meat products (2)
E 301	Sodium ascorbate		X	Meat products (2) in connection with nitrates and nitrites
» E 306	Tocopherol-rich extract	X	X	Anti-oxidant
» E322	Lecithins	X	X	Milk products (2) (Only when derived from organic raw material as from 1 January 2019)
E 325	Sodium lactate		X	Milk based and meat products
E 330	Citric acid	X	X	
E 331	Sodium citrates	X	X	
E 333	Calcium citrates	X		
E 334	Tartaric acid (L+)-	X	X (Only for mead)	
E 335	Sodium tartrates	X		
E 336	Potassium tartrates	X		
E 341 (i)	Monocalcium-phosphate	X		Raising agent for self raising flour
» E392	Extracts of rosemary	X	X	Only when derived from organic production
E 400	Alginic acid	X	X	Milk based products (2)
E 401	Sodium alginate	X	X	Milk based products (2)
E 402	Potassium alginate	X	X	Milk based products (2)
E 406	Agar	X	X	Milk based and meat products (2)
E 407	Carrageenan	X	X	Milk based products (2)
» E 410	Locust bean gum	X	X	
» E 412	Guar gum	X	X	
» E 414	Arabic gum	X	X	
E 415	Xanthan gum	X	X	
E 418	Gellan gum	X	X	High-acyl form only
E 422	Glycerol	X		From plant origin For plant extracts and flavourings
» E 440 (i)	Pectin	X	X	Milk based products (2)
E 464	Hydroxypropyl methyl cellulose	X	X	Encapsulation material for capsules
E 500	Sodium carbonates	X	X	
E 501	Potassium carbonates	X		
E 503	Ammonium carbonates	X		
E 504	Magnesium carbonates	X		
E 509	Calcium chloride		X	Milk coagulation
E 516	Calcium sulphate	X		As a carrier
E 524	Sodium hydroxide	X		Surface treatment of "Laugengebäck" and regulation of acidity in organic flavourings

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E 551	Silicon dioxide gel or colloidal solution	X	X	For herbs and spices in dried powdered form. Flavourings and propolis
E 553b	Talc	X	X	Coating agent for meat products
E 901	Beeswax	X		As a glazing agent for confectionary only. Beeswax from organic beekeeping
E 903	Carnauba wax	X		As a glazing agent for confectionary only. Only when derived from organic raw material'
E 938	Argon	X	X	
E 939	Helium	X	X	
E 941	Nitrogen	X	X	
E 948	Oxygen	X	X	
E 968	Erythritol	X	X	Only when derived from organic production without using ion exchange technology

(**) Maximum levels available from all sources, expressed as SO₂ in mg/l.

- 1 This additive can only be used, if it has been demonstrated to the satisfaction of Defra that no technological alternative, giving the same guarantees and / or allowing to maintain the specific features of the product, is available.
- 2 The restriction concerns only animal products
- 3 Dulce de leche or confiture de lait refers to a soft, luscious, brown cream, made of sweetened, thickened milk.
- 4 In this context, "fruit wine" is defined as wine made from fruits other than grapes (including cider and perry)

6.6 Permitted processing aids

6.6.1 The products listed below are permitted processing aids and other products for use in organic foods.

Name	Preparation of foodstuffs of:		Specific conditions
	Plant origin	Animal origin	
Water	X	X	Potable water
Calcium chloride	X		Coagulation agent
Calcium carbonate	X		
Calcium hydroxide	X		
Calcium sulphate	X		Coagulation agent
Magnesium chloride (or nigari)	X		Coagulation agent
Potassium carbonate	X		Drying of grapes
Sodium carbonate	X	X	
Lactic acid		X	Oil production and hydrolysis of starch (2) For the regulation of pH of the brine bath in cheese production (1)
Citric acid	X	X	

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Sodium hydroxide	X		For sugar(s) production. For oil production excluding olive oil production.
Sulphuric acid	X	X	Gelatine production (1) Sugar(s) production (2)
Hydrochloric acid		X	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		X	Gelatine production
Hydrogen peroxide		X	Gelatine production
Carbon dioxide	X	X	
Nitrogen	X	X	
Ethanol	X	X	Solvent
Tannic acid	X		Filtration aid
Egg white albumen	X		
Casein	X		
Gelatin	X		
Isinglass	X		
Vegetable oils	X	X	Greasing, releasing or anti foaming agent Only when derived from organic production
Silicon dioxide gel or colloidal solution	X		
Activated carbon	X		
Talc	X		In compliance with the specific purity criteria for food additive E 553b
Bentonite	X	X	Sticking agent for mead (1)
Cellulose	X	X	Gelatine production (1)
Diatomaceous earth	X	X	Gelatine production (1)
Perlite	X	X	Gelatine production (1)
Hazelnut shells	X		
Rice meal	X		
Beeswax	X		Releasing agent. Beeswax from organic beekeeping
Carnauba wax	X		Releasing agent. Only when derived from organic raw material
Acetic acid/vinegar		X	Only when derived from organic production. For fish processing, only from biotechnological source, except if produced by or from GMO
Thiamin hydrochloride	X	X	Only for use in processing of fruit wines, including cider and perry and mead.
Diammonium phosphate	X	X	Only for use in processing of fruit wines, including cider and perry and mead.
Wood Fibre	X	X	The source of timber should be restricted to certified, sustainably harvested wood. Wood used must not contain toxic components (post-harvest treatment, naturally occurring toxins or toxins from micro-organisms).

1 The restriction concerns only animal products

2 The restriction concerns only plant products

6.7 Permitted materials of non organic agricultural origin

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- 6.7.1 You may use up to 5% of non organic ingredients from the list in this section in an organic recipe.
- 6.7.2 If a product is not on this list and you do not have an authorisation from Defra (section 4.6) then in must not be used in an organic product.
- 6.7.3 You can use unprocessed vegetable products and derivatives.
- 6.7.4 You can use fats and oils whether or not refined, but not chemically modified except those listed in point below.
- 6.7.5 You must obtain GM free inclusion statements from all suppliers of these products.

Edible fruits, nuts and seeds:

Acorns	<i>Quercus spp.</i>
Cola nuts	<i>Cola acuminta</i>
Gooseberries	<i>Ribes uva-crispa</i>
Maracujas (passion fruit)	<i>passiflora edulis</i>
Raspberries (dried)	<i>Rubus idaeus</i>
Red currants (dried)	<i>Ribes rubrum</i>

Edible spices and herbs:

Pepper (Peruvian)	<i>Schinus molle L.</i>
Horseradish seeds	<i>Armoracia rusticana</i>
Lesser galangal	<i>Alpinia officinarum</i>
Safflower flowers	<i>Carthamus tinctorius</i>
Watercress herb	<i>Nasurtium officinale</i>

Fats and Oils whether or not refined, but not chemically modified, derived from plants other than:

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>

Miscellaneous:

Algae, including seaweed, permitted in non-organic foodstuffs preparation

The following sugars, starches and other products from cereals and tubers:

Fructose
 Rice paper
 Unleavened bread paper
 Starch from rice and waxy maize, not chemically modified

Miscellaneous

Pea protein *Pisum spp*
 Rum, only obtained from cane sugar juice
 Kirsch prepared on the basis of fruits and flavourings

Animal products

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Aquatic organisms, not originating from aquaculture, and permitted in non organic foodstuffs
Preparation
Gelatin
Whey powder “herasuola”
Casings

6.7.6 **You must only use the products listed below whether or not refined, in an organic form:**

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>

6.8 Water

- 6.8.1 You must only use water if it is potable (drinking quality).
- 6.8.2 For the purpose of the calculation water shall not be calculated as an ingredient of agricultural origin.
- 6.8.3 You may only use the practice of burtonisation (the process of treating water in order to add calcium carbonate to it) for brewing.

6.9 Salt

- 6.9.1 You may use salt (with sodium chloride or potassium chloride as basic components) generally used in food processing.
- 6.9.2 Salt may include an anti caking agent if you can justify its need in your process.
- 6.9.3 For the purpose of the calculation salt shall not be calculated as an ingredient of agricultural origin.

6.10 Minerals and trace elements

- 6.10.1 You must only use minerals (trace element included), vitamins, amino acids and micronutrients, provided that the food placed on the market:
- a) Is for normal consumption and is “directly legally required”. The food cannot be placed on the market as food for normal consumption if those minerals, vitamins, amino acids or micronutrients are not added; or
 - b) Has particular characteristics or effects in relation to health or nutrition or in relation to needs of specific groups of consumers in:
 - i. infant formula and follow-on formula, processed cereal-based food and baby food of Regulation (EU) No 609/2013, intended for infants and young children, food for special medical purposes, and total diet replacement for weight control.

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- ii. products regulated by Commission Directive 2006/125/EC, processed cereal-based foods and baby foods for infants and young.
- iii. products regulated by Commission Directive 2006/141/EC, infant formulae and follow-on formulae.

6.10.2 For the purpose of the calculation minerals and trace elements shall not be calculated as an ingredient of agricultural origin.

6.11 Micro organisms

6.11.1 You may use preparations of micro organisms and enzymes provided:

- i. They are normally used in food processing (yeast);
- ii. They have not been genetically modified.
- iii. Enzymes used as food additives must be listed in Section 6.5.2

6.11.2 Yeast and yeast products shall be calculated as ingredients of agricultural origin.

6.11.3 For the purpose of the calculation micro organisms other than yeast or yeast products shall not be calculated as an ingredient of agricultural origin.

6.12 Flavourings

6.12.1 You may only use flavourings labelled as natural or natural flavouring preparation provided that they have been obtained by:

- i. Appropriate physical processes (including distillation and solvent extraction) or enzymatic or microbiological process from material of vegetable or animal origin either in the raw state or after processing for human consumption by traditional food preparation processes (including drying, torrefaction and fermentation);
- ii. Flavouring preparation means a product other than described above whether concentrated or not with flavouring properties which is obtain by appropriate physical processes. This includes distillation and solvent extraction or enzymatic or microbiological processes from material of vegetable or animal origin either in the raw state or after processing for human consumption by traditional food preparation processes (including drying, torrefaction and fermentation).

6.12.2 For the purpose of the calculation flavourings shall not be calculated as an ingredient of agricultural origin.

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6.13 Yeast

6.13.1 For the production, confection and formulation of yeast only the following substances may be used:

- I. preparations of micro-organisms and enzymes normally used in food processing; however, enzymes to be used as food additives have to be listed in 6.5.2;
- II. drinking water and salt (with sodium chloride or potassium chloride as basic components) generally used in food processing;

Name	Primary Yeast	Yeast confections / formulations	Specific conditions
Calcium chloride	X		
Carbon dioxide	X	X	
Citric acid	X		For the regulation of pH in yeast production
Lactic acid	X		For the regulation of pH in yeast production
Nitrogen	X	X	
Oxygen	X	X	
Potato starch	X	X	For filtering Only when derived from organic production.
Sodium carbonate	X	X	For the regulation of the pH
Vegetable oils	X	X	Greasing, releasing or anti-foaming agent. Only when derived from organic production.

6.13.2 The addition of up to 5 % non-organic yeast extract or autolysate to the substrate (calculated in dry matter) is allowed for the production of organic yeast, where operators are unable to obtain yeast extract or autolysate from organic production.

6.13.3 The availability of organic yeast extract or autolysate shall be re-examined with a view to withdrawing this provision.

SECTION 7

MANUFACTURING

7.1 General

- 7.1.1 You must apply the principles of good manufacturing practice to additives, processing aids and other substances and ingredients used for processing food or feed and any processing practice applied, such as smoking.
- 7.1.2 You must guarantee all times that the produced processed products comply with this Standard.
- 7.1.3 You must ensure that non organic products are not placed on the market with an indication referring to the organic production method.
- 7.1.4 Organic separation is one of the main areas of concern within this Standard.
- 7.1.5 You must take all reasonable precautions to protect your production from any kind of contamination (Food Safety Act), be it dirt, foreign matter, infestation or microbiological organisms such as yeasts, moulds and bacteria. This is a legal requirement.
- 7.1.6 You must take every reasonable precaution (often called "Due Diligence"). It is not only a legal defence if prosecuted; it is basic good manufacturing practice and can result in significant cost savings in terms of reduced wastage and reductions in time and materials used in rectifying mistakes.

7.2 Separation

- 7.2.1 You must carry out organic operations continuously until the complete run has been finished ensuring separation by place or time from similar operations performed on non organic products.
- 7.2.2 You must identify all organic storage areas including racks as "organic" and ensure that there is full separation by space and time from non organic products.
- 7.2.3 You must identify or mark in such a way all organic products stored to ensure they cannot be mixed with non organic products and that all lots are identified.
- 7.2.4 Products must be protected from being mixed with non organic products or substances. The storage area must have sufficient space or barriers around the organic products to stop accidental contamination.
- 7.2.5 Records of organic stock must be maintained separately from records of non organic stock
- 7.2.6 Areas used for storage should be clean, dry, pest free and maintained in good repair.
- 7.2.7 Where products require temperature or humidity control, products should be kept in suitable conditions and records maintained
- 7.2.8 Any bin, tray or other holding container for organic products should also be labelled and of suitable quality for the purpose for which it is used.
- 7.2.9 Organic separation means the separation of organic and non organic raw materials and products to prevent accidental cross contamination with chemical residues left from the various insecticides, fertilisers and other agents used in conventional agricultural production.

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7.3 Separation : must

7.3.1 When producing organic products you must:

- i. Wherever possible store organic raw materials in a separate area or separated from non organic raw materials by a clear space;
- ii. Keep all raw materials in containers which can be sealed and which are clearly marked to show their contents are organic;
- iii. Ensure that when the production schedule includes both organic and non organic products, that organic production is the first of the day. If organic production cannot be scheduled first, then thorough cleaning of work surfaces, utensils and equipment used in common must be carried out;
- iv. Run organic products continuously until the scheduled organic production is complete;
- v. At all times use utensils and equipment that have been thoroughly cleaned to remove all traces of non organic ingredients or raw materials. Wherever possible use utensils or equipment which can be dedicated for organic use.;
- vi. Ensure that non organic ingredients are not used as processing aids unless they are permitted in this Standard;
- vii. Ensure that products left to cool on trays in racks are always at the top of the rack to prevent debris from non organic products falling onto them;
- viii. Ensure that organic products and work in progress are clearly identifiable in production areas, storage areas and when displayed for sale by suitable labelling;
- ix. Work tidily and maintain good standards of housekeeping at all times;
- x. Always take all possible precautions to ensure that organic and non organic raw materials and product are kept separated.

7.4 Separation : must not

7.4.1 When producing organic products, you must not:

- i. Leave open ingredient bags or other containers unsealed or uncovered after use. This is to prevent contamination by foreign matter or accidental cross contamination. This is equally applicable to organic and non organic raw materials;
- ii. Use cleaning chemicals without ensuring that the surfaces on which they are applied are thoroughly rinsed with clean water and then thoroughly dried (if necessary) prior to use;
- iii. Use insecticidal sprays in production or raw material stores while organic raw materials or products are present. Organic processing should be delayed by at 24 hours after fogging or fumigation to avoid contamination by residues;
- iv. Use slow release insecticides (eg Vapona Strip) since they continue to leave residues over periods counted in months;
- v. Use any equipment for organic production which is contaminated with other debris from previous non organic production;

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- vi. Use conveyors or elevators that have been impregnated with flour or other powdery or fatty materials unless the latter are exclusively organic. (eg even when organic dusting flour has been used, it is still essential to remove any adhering dough prior to use for organic production);
- vii. Use common containers or implements for organic and non organic products or work in progress;
- viii. Store unwrapped organic products where it is possible for it to be in contact with non organic product. Never place different products on the same shelf or tray;
- ix. Use plastic or wire trays for organic product unless they have been washed (and dried) immediately prior to use (unless the trays or baskets are dedicated for organic);
- x. Merchandise organic and non organic products on the same tray or basket.

7.5 Rework

- 7.5.1 You must not allow organic and non organic products to mix together during reworking or reprocessing of products.
- 7.5.2 Identification and traceability must be maintained along with organic separation during these operations.
- 7.5.3 You must not mix organic and non organic ingredients or rework and sell the end product as organic. This would be fraud and the penalties can be severe.

SECTION 8

GOOD MANUFACTURING PRACTICES

8.1 General

- 8.1.1 Best Practice is essential in organic processing and although it need not always be relevant to organic certification, failure to observe Best Practice increases the likelihood of contamination and accidental substitution which are serious organic non compliances which could prevent the issue or renewal of an organic certificate of conformity.
- 8.1.2 You must conform to all relevant statutory requirements with 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.
- 8.1.3 You must comply with relevant codes of practice issued by either Defra or other statutory bodies.
- 8.1.4 Good manufacturing practice is essential in organic processing. Although it is not always relevant to this Standard failure to observe Best Practice can increase the likelihood of contamination and accidental substitution which are serious non compliances and would affect your certification.

8.2 Premises

- 8.2.1 You premises must have adequate provision to ensure separation of storage, production and packing operations where appropriate.
- 8.2.2 You should have a clear perimeter that is kept free from debris or stored equipment that could harbour rodents and other pests.
- 8.2.3 You should take adequate precautions to prevent unauthorised access to your premises.
- 8.2.4 You should ensure premises are in a good state of repair externally and internally.
- 8.2.5 You should suitably proof doorways and windows to prevent ingress of animals and crawling or flying insects.
- 8.2.6 You must keep exterior doorways closed when not in use unless protected by a suitable barrier eg overlapping plastic strip curtains.
- 8.2.7 You should provide for the tidy separation and storage of waste. Waste contractors should collect at a sufficient frequency to prevent overflow of waste containers.

8.3 Services

- 8.3.1 You must have an appropriate supply of essential services ie water, electricity, gas, steam, compressed air (for pneumatic equipment) and where water traps and oil traps are fitted to pneumatic lines they must be bled frequently.
- 8.3.2 Water may be supplied from the most convenient supply authority or from deep wells. Water used for drinking or for rinsing or incorporation in product must meet European Drinking Water Standards.
- 8.3.3 You must not make an upwards adjustment of chlorination in water if used for organic products.
- 8.3.4 You must adequately protect artificial lighting from accidental damage and lighting immediately above food processing operations must be given particular attention.

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8.3.5 Your refrigerated storage should have provision for recording and indicating temperature at all times.

8.3.6 You must frequently check refrigerated storage temperatures, particularly when chill or cold store doors have been opened several times in succession. These checks and temperatures must be recorded.

8.4 Finishes

8.4.1 The wall, floor and ceiling finishes used in storage, production and packing areas must be appropriate to the operations conducted.

8.4.2 For high risk products; the high care operation must be physically separated from low risk and dedicated staff must have separate changing rooms, separate protective overalls, footwear and head wear and separate hygiene facilities.

8.4.3 For medium and high risk products, all wall and ceiling finishes must be impervious, undamaged and easy to clean.

8.4.4 All walk in refrigerated storage facilities must have wall and ceiling finishes that are impervious, undamaged and easy to clean. Insulation must be sound and exposed insulation must be regarded as a potential contaminant and dealt with promptly.

8.4.5 Floors must be well drained with no areas in which water or liquid product can accumulate. For safety reasons, they should have a non slip but cleanable finish.

8.5 Plant and equipment

8.5.1 You must ensure that all mechanical equipment is fit for the purpose and designed for ease of cleaning. Wherever possible equipment should be stripped down for cleaning prior to organic production. Where this is not feasible without engineering intervention, a suitable cleaning procedure must be documented and implemented.

8.5.2 You must where necessary perform a purge with organic materials prior to commencement of an organic run. Purge material must be discarded or used in non organic products.

8.5.3 You must store changed parts for filling and packing equipment off line where they can be protected from damage and kept clean.

8.5.4 You must prevent lubricants where used from coming into contact with the product. Where product contact lubrication is required, water or vegetable oil is permitted. You must not use emulsified oils or oils containing certain antioxidants.

8.5.5 You must keep equipment in a good state of repair and modifications for the purpose of improving performance must not be carried out utilising cardboard, string, adhesive tape or other materials capable of causing contamination to food product.

8.5.6 You must ensure storage bins, work in progress bins, sanitation equipment (brushes, mops, scrapers, cleaning cloths etc) are in good condition, avoiding the use of wooden handles. In high care or special areas (eg vegan, nut / seed usage, gluten free, etc) it is essential to have clearly designated equipment; for this colour coding is particularly effective.

8.6 Personnel services

8.6.1 You should ensure there are toilets and hygiene facilities available. Each employee should be provided with secure storage facilities for possessions.

SECTION 8

- 8.6.2 Cigarette or E cigarette smoking must not be permitted in any food production or storage area. There must be adequate provision for the disposal of smoking materials before personnel reach the changing rooms. Smoking materials must not be taken into production areas.
- 8.6.3 The wearing of jewellery (other than plain sleeper rings or wedding rings) and watches must not be permitted for any person who is directly involved in food preparation or is or may be in contact with unpackaged food products.

8.7 Food safety and product protection

- 8.7.1 You must take precautionary measures to avoid the risk of contamination by unauthorised substances or products.
- 8.7.2 You must have policies for dealing with glass and clear plastic and any breakages of such items.
- 8.7.3 The use of glass should be avoided as far as possible in food production areas.
- 8.7.4 You should draw up a glass and plastics register and audit against it at regular intervals to ensure no breakages have occurred.
- 8.7.5 You should pay attention to ceramic tiles as these can also shatter.
- 8.7.6 You must in the event of glass breakages or any other damage involving the shattering or splintering, fully document the occurrence including actions taken, product affected and appropriate repairs carried out.
- 8.7.7 You should avoid the use of wood in contact with food. If wood has to be used it should be close grained, knot free and smooth finish free from splinters or sharp edges. The wood must be continuously monitored and at the first signs of deterioration the effected section or piece must be replaced.
- 8.7.8 You should carry out appropriate checks of automatic inspection equipment to check correct functioning and calibration at a suitable frequency.

8.8 Protective clothing

- 8.8.1 You should ensure protective hair coverings, such as hats and hair nets are worn by staff where open food is processed. These should either be of a disposable nature or easy to launder.
- 8.8.2 You should provide other protective clothing as required eg coats, boots, gloves, etc. These must be kept clean and fit for purpose to protect the food from contamination.

SECTION 9

PEST CONTROL

9.1 General

- 9.1.1 Your pest control programme should emphasise the importance of prevention rather than cure.
- 9.1.2 Your preventive programme is the basis of effective pest control good housekeeping, cleanliness and regular turnaround of goods and materials are surest ways of minimising problems associated with rodents, insects and birds.
- 9.1.3 You should control potential entry points for pests e.g. drains, door, windows, ventilation ducts are screened.
- 9.1.4 You should keep entry points closed unless protected by suitable mesh screens. Exterior doors should either be fitted with self closing doors or overlapping plastic strip curtains. Exterior doors and windows should be closed and suitably proofed to prevent ingress of birds and rodents.
- 9.1.5 You should ensure a clear perimeter around the entire premises that must be kept free of accumulated rubbish and stored equipment, pallets etc.
- 9.1.6 You should store all waste paper and food material in closed containers that are emptied regularly. All spillages surrounding waste storage facilities must be cleared up immediately.
- 9.1.7 Your programme of Good Manufacturing Practices such as buying from known suppliers, goods in checks on raw materials for infestation, keeping the fabric (walls, floors, roof, doors) in good condition etc good stock rotation should reduce the need for pest control.
- 9.1.8 Your premises' design and construction should be suitable for the prevention of pest and infection build up.
- 9.1.9 You should take adequate control measures to prevent imported pests. This must include raw materials via checks on incoming products and should include supplier audits and also other risks, in particular second hand plant.
- 9.1.10 You must be able to demonstrate you have taken the necessary precautions to ensure that newly employed plant or premises are free from contamination by non permitted materials.
- 9.1.11 You must keep COSHH safety sheets for all pest control chemicals.
- 9.1.12 You must keep records of all treatments carried out, detailing the type of infestation, the control method and materials used, and the area of storage or processing receiving the treatment.
- 9.1.13 You must keep records of all treatment approvals from us.

9.2 Flying Insects

- 9.2.1 You should use electric fly killers and sufficient units should be installed to provide effective control of flying insects in all production and packing areas, (other than where there is a risk of dust explosion when the unit is in operation).
- 9.2.2 You can control flour moth using pheromone traps.

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9.3 Crawling insects

- 9.3.1 You must not use any synthetic insecticide where any organic materials, work in progress or products are stored.
- 9.3.2 Only natural pyrethrins can be used when the need arises. If any other insecticide is used the organic materials in the vicinity must be de classified to non organic, and no organic materials can be brought into the vicinity where spaying took place for at least seven days.
- 9.3.3 You must not use organo phosphorus insecticides on site.
- 9.3.4 You can where necessary, as a last resort to prevent further contamination, fumigate organic materials. However, they will lose their organic status and the event must be recorded, dated and signed off. You must also inform us of such an eventuality with full details of the proposed treatment, prior to the event.

9.4 Rodents

- 9.4.1 You must not use rodenticides in production areas, although non poisonous monitoring baits may be used providing there is no risk of contamination.
- 9.4.2 You must ensure to prevent contamination baits and poisons are on a wax or fatty substrate.
- 9.4.3 You must not use grain baits.
- 9.4.4 You must ensure that all bait containers are spill proof and dated to show the last time they had been changed.
- 9.4.5 You can use traps but their operation must be humane and not cause unnecessary suffering to the animal.
- 9.4.6 You must have a plan of the site showing locations of bait stations, etc and these must be placed where there is no risk of contaminating product.

9.5 Control of chemicals

- 9.5.1 You must draw up a map to show the position of all baits and monitors as well as electric fly killers and insect traps.
- 9.5.2 All bait stations must be numbered and clearly marked to enable them to be accounted for at all times.
- 9.5.3 You must not store insecticides and / or rodenticides inside food production or storage areas. They must be stored separately to ensure they cannot come into contact with any food product.
- 9.5.4 You must clearly label all pest control chemicals. These should be held and dispensed by an identified and appropriately trained person and stored in a locked space dedicated for the purpose.
- 9.5.5 You must prevent direct contact with organic raw materials and products from controlled substances used for pest control.

SECTION 9

9.6 External contractors

- 9.6.1 You must make any pest control contractor who is engaged on a single or a regular basis aware that the site is organic and that only treatments listed in this section can be used.
- 9.6.2 You must ensure contractors take all due precautions to prevent loss of organic integrity.
- 9.6.3 External pest control contractor should be members of professional bodies such as the British Pest Control Association (BPCA) or an equivalent body.
- 9.6.4 You must obtain from your pest control contractor a record confirming that they acknowledge the site is organic. This will be required at your audit.
- 9.6.5 Training certificates for pest control operatives should be available.

9.7 Permitted treatments

Name	Description, compositional requirements, conditions for use
Freezing, heating and vacuum, Nitrogen and Carbon dioxide	For treatment of products and packaging.
Mechanical barriers, sound and light, including UV.	
Electrical insect killers.	
Licensed rodent baits.	For rodent control, tamper evident bait stations containing legally approved pesticides. In locations where there is no risk of contamination.
Pheromone traps & 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
Diatomaceous earth and Amorphous silica.	Dessicant dusts derived from naturally occurring sources.
Bait stations for crawling insects containing insecticides	

9.8 Restricted treatments

Name	Description, compositional requirements, conditions for use
Pyrethrins, extracted from a natural botanical source and synergised using Piperonyl butoxide (BPO) derived from a natural source eg 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 or organic food within the treated area.
Synthetic pyrethroids.	Band spraying wall/floor joints, machinery bases and entrances.

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- 9.8.1 You must ask permission to use restricted treatments under any other circumstances in advance from us.
- 9.8.2 Your 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 we may be notified within two working days.
- 9.8.3 We will not issue consecutive retrospective permission.
- 9.8.4 You must ensure 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 or organic food within the treated area. Records must be kept of this clean down.

9.9 Prohibited treatments

- 9.9.1 You must not use a control substance unless it is specifically permitted or there has been a documented case of need to support the use of a restricted substance.
- 9.9.2 You must only use methods permitted in this Standard in premises where organic and conventional materials are stored or processed.
- 9.9.3 You must not use insecticide sprays, fogging and fumigation on organic products. This will lead to loss of organic status of the product and declassification to conventional.
- 9.9.4 You must not store organic products in any treated area until an adequate time (at least 48 hours) has lapsed to allow insecticide residues to disappear to avoid contamination by residues.
- 9.9.5 You must not use slow release insecticides (eg Vapona Strip) since they continue to leave residues over periods counted in months.
- 9.9.6 You must not use loose grain bait in traps due to potential contamination issues.

SECTION 10

CLEANING AND SANITISATION

10.1 General

- 10.1.1 You must ensure there is an effective cleaning programme, clearly documented, thoroughly implemented and accurately recorded including records of cleaning activities and all substances used.
- 10.1.2 You must ensure before organic production starts that the plant, equipment and utensils used and particularly product contact surfaces are effectively cleaned and free of residues (chemical) that may contaminate or impair the organic integrity of the products.
- 10.1.3 You must ensure where you also handle non organic products that a full clean down of all equipment, product contact surfaces and utensils is carried out before organic production.
- 10.1.4 You must ensure bulk handling systems that are used for both organic and non organic production have a quantity of organic material run through and disposed of (or downgraded to conventional) before organic production commences. Records and quantities of this purge run must be kept.
- 10.1.5 You must take precautionary measures to reduce the risk of contamination by unauthorised substances or products and this must be documented with the cleaning measures implemented and the monitoring of their effectiveness.
- 10.1.6 You should ensure that equipment used for cleaning is constructed of materials that enable them to be easily cleaned.
- 10.1.7 The presence of dirt or soiled food matter on or around food processing and packing equipment is a clear indication that procedures are not being maintained and will be raised as a non compliance if noted by our inspectors.

10.2 Chemicals

- 10.2.1 With organic production it is important to minimise the use of any chemicals without compromising food safety. Over usage does not result in better cleaning, and only results in higher costs and greater risk of detectable residues in finished products.
- 10.2.2 You may use all cleaning agents providing they are approved for food use. It is important to use all cleaning agents in strict accordance with the makers' instructions.
- 10.2.3 You should ensure all chemical cleaning agents used are supplied with a COSHH (Control of Substances Hazardous to Health) safety document which shows the chemical make up of the product and gives advice on the treatment necessary if the substance is accidentally swallowed, splashed into eyes or affects the skin.
- 10.2.4 A sanitisation agent such as alcohol can be used only if there is 100% evaporation, provided no residue can be ensured.

10.3 Storage of chemicals

- 10.3.1 You must ensure that facilities used to store products for cleaning and sanitisation are clearly identified.
- 10.3.2 You must store all chemical cleaning agents in a locked cupboard or cage and responsibility for the use of chemicals must be designated to a specific person (eg supervisor, hygiene manager, etc).

SECTION 10

10.4 Cleaning frequency

- 10.4.1 You should clean at a frequency level to prevent microbiological growth or foreign body contamination of the products.
- 10.4.2 Your cleaning frequency should depend on the ease at which micro organisms can grow, the nature of the product (ie amounts of crumb, stickiness, oiliness, and debris thrown off during processing) and the time which lapses during which the line is static.
- 10.4.3 You must ensure that cleaning takes place before serious accumulations of product material form on machinery, work surfaces and floors, or if there are significant breaks in production, (eg long breakdowns, meal breaks, shift changes etc).
- 10.4.4 You should with high risk products such as meats, fish, salad products, eggs and dairy products clean lines thoroughly at least twice a day or when there is a change of product whichever is the more frequent.
- 10.4.5 You should with low risk products thoroughly clean at least once a day all machinery, utensils and product contact surfaces.
- 10.4.6 You should where appropriate carry out dry cleaning using brushes, scrapers and vacuum cleaning equipment. Compressed air must not be used for safety reasons, unless part of a dedicated cleaning system.
- 10.4.7 You should carry out cleaning at product changeovers.

10.5 Cleaning procedures

- 10.5.1 You must have simple cleaning instructions and procedures for cleaning product contact surfaces, equipment and utensils used in organic production. These should be accessible to anyone who requires them.
- 10.5.2 You should ensure that cleaning instructions and procedures state the frequency and method of cleaning, chemical used and the chemical dilution ratio.
- 10.5.3 You must remove by copious rinsing with potable water any traces of chemical residue that might have been left after cleaning.
- 10.5.4 You should monitor cleaning to ensure that no points have been missed and cleaning frequency has been maintained.
- 10.5.5 You must reclean an item or vehicle when an inspection of the initial clean still finds evidence of the previous product
- 10.5.6 In the case of a very small business, the cleaning procedure can be a one page summary posted in a position of visibility in the production area, which can be referred to by the personnel concerned or any visiting inspector.
- 10.5.7 You must inform the supplier of cleaning chemicals if they are contracted to write the sanitation procedures (as is often the case for larger companies), that organic production is taking place and that the requirements of this Standard must be observed.
- 10.5.8 You should use dry cleaning where appropriate, in places where wet cleaning is not practical ie mills. This cleaning should be done with brushes / vacuum.
- 10.5.9 You must if power hosing is employed in bulk floor storage areas allow the area to dry thoroughly before use.
- 10.5.10 Your procedures for bulk vehicles must include the cleaning of the product contact surface areas including (where applicable) upper sides of the tank interior and all surfaces, interior ladders, seals, crevices and under fluidising pads.

SECTION 11

PACKAGING

11.1 General requirements

- 11.1.1 You must ensure your packing meets all labelling requirements in this Standard and all other legal labelling requirements.
- 11.1.2 Your packaging must comply with the Materials in Contact with Foods Regulation.
- 11.1.3 Your packaging materials must be stored in clean, dry, infestation free premises and should be used in strict rotation.
- 11.1.4 You must not use re usable packaging for organic products if they have previously been used for non organic. Bins used for work in progress may be used if they are cleaned to remove all traces of their previous usage.
- 11.1.5 You must use natural packaging (paper and wood) that is unbleached and must not have been treated with fungicides or other chemicals when in contact with food.
- 11.1.6 You should where possible use recyclable packaging and where possible should contain a percentage of recycled material (the latter is not possible if the packaging is in direct contact with food).

SECTION 12

WINE

12.1 General requirements

12.1.1 You must only use ingredients of agricultural origin (e.g. grapes) that have been produced organically.

12.2 Permitted additives

12.2.1 You must only use the following products and substances for use or addition in organic wine products.

Type of treatment	Name of product or substances	Specific conditions or restrictions (3)
Aeration or oxygenation	Air Gaseous oxygen	
Centrifuging and filtration	Perlite Cellulose Diatomaceous earth	Use only as an inert filtering agent. Must not leave undesirable residues
Use in order to create an inert atmosphere and to handle the product shielded from the air	Nitrogen Carbon dioxide Argon	
For wine production, dry or in wine suspension	Yeasts	Individual yeast strains sourced if available from organic raw material. Condition (2) applies
To encourage yeast development	Di-ammonium phosphate Thiamine hydrochloride Inactivated yeast autolysates of yeast and yeast hulls	No more than 1 g/l (expressed in salts) or 0,3 g/l for the second fermentation of sparkling wines. No more than 0,6 mg/l (expressed in thiamin) for each treatment Condition (2) applies to both additions
	Sulphur dioxide Potassium bisulphite or potassium metabisulphite	The maximum sulphur dioxide content shall not exceed 100mg per litre for red wines with a residual sugar level < 2 g/l The maximum sulphur dioxide content shall not exceed 150mg per litre for white & rosé wines with a residual sugar level < 2 g/l Sparkling wines: 155-205 mg/l depending on the quality of the wine (See Regulation (EC) No 606/2009) For all other wines refer to Regulation (EC) No 606/2009 on 1 August 2010 Annex IB and reduce by 30 mg/l Under exceptional climatic conditions the use of more sulphur dioxide to treat grapes to obtain a product comparable to that in previous years.
	Charcoal for oenological use	Only for musts and new wines still in fermentation, rectified concentrated grape must and white wines. No more than 100 g of dry product per hl

Organic Food Federation Processing Standards

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Clarification	Edible gelatine Plant proteins from wheat or peas Isinglass Egg white albumin Tannins Potato proteins Yeast protein extracts Chitosan derived form <i>aspergillus niger</i>	Derived from organic raw material if available
Clarification	Casein Potassium caseinate Silicon dioxide Bentonite Pectolytic enzymes	
Acidification	Lactic acid L(+) Tartaric acid	Conditions and limits laid down in points C and D of Annex V to Regulation (EC) No 479/2008 and Articles 11 and 13 of EC Regulation 606/2009
Deacidification	L(+) Tartaric acid Calcium carbonate Neutral potassium tartrate Potassium bicarbonate	Conditions and limits laid down in points C and D of Annex V to Regulation (EC) No 479/2008 and Articles 11 and 13 of EC Regulation 606/2009 This use of tartaric acid may only be used with wine made from the Elbling and Riesling vine varieties harvested in specific regions (see Regulation (EC) 606/2009 Annex IA, Appendix 2.
Addition	Aleppo pine resin	
	Lactic bacteria	
Addition	L-Ascorbic acid	Max content: 250mg/l
Bubbling	Nitrogen	
Addition	Carbon dioxide	For partially fermented must for direct human consumption as such and the products defined in paragraphs 1, 7 and 9 of Annex IV to Regulation (EC) No 479/2008 For still wines the maximum carbon dioxide content is 3 g/l, while the excess pressure must be < 1 bar at 20 °C
Wine stabilisation	Citric acid	Conditions in footnote (1) apply Max content 1g/l
Addition	Tannins	Conditions in footnote (1) apply Derived from organic raw material if available
Addition	Meta-tartaric acid	Conditions in footnote (1) apply Max 100mg/l
	Acacia gum (gum Arabic)	Conditions in footnote (1) apply Derived from organic raw material if available
To assist the precipitation of tartaric salts	Potassium bitartrate	Conditions in footnote (1) apply
To eliminate defects of taste or smell in the wine	Cupric citrate Copper sulphate	Conditions in footnote (1) apply No more than 1 g/hl, provided that the copper content of the product so treated does not exceed 1 mg/l
	Yeast Mannoproteins	
Use of oak chips in winemaking and ageing, including in the fermentation of fresh grapes and grape must	Oak chips	Under the conditions laid down in Appendix 9 of EC Regulation 606/2009

SECTION 12

	Potassium alginate	Only for the manufacture of all categories of sparkling and semi-sparkling wines obtained by fermentation in bottle and with the lees separated by disgorging
	Chitosan derived form <i>Aspergillus niger</i>	
	Inactivated Yeast	
Treatment	Calcium sulphate	Only for 'vino generoso' or 'vino generoso de licor' (see Annex III point A(2)(b) of EC Regulation 606/2009
<p>(1) For partially fermented must for direct human consumption as such and the products defined in paragraphs 1, 3, 4, 5, 6, 7, 8, 9, 15 and 16 of Annex IV to Regulation (EC) No 479/2008</p> <p>(2) Only with fresh grapes, grape must, partially fermented grape must, partially fermented grape must obtained from raisined grapes, concentrated grape must and new wine still in fermentation and for the second alcoholic fermentation of all categories of sparkling wine.</p> <p>(3) For analytical methods and more detailed information refer to Regulation (EC) No 606/2009</p>		

12.3 Permitted practices

12.3.1 You are permitted to use the following practices

- i. Centrifuging and filtration with or without an inert filtering agent with a minimum pore size of 0.2 µ (micro meter)
- ii. Heat treatments with a maximum temperature of 70°C *
- iii. Use of ion exchange resins, only with grape must intended for the manufacture of rectified concentrated grape must *
- iv. Reverse osmosis to increase the natural alcoholic strength by volume in grape must *

* These practices are under review until December 2018

12.4 Prohibited practices, processes and treatments

12.4.1 You must not use the following practices, processes and treatments when making wine.

- i. Partial concentration by cooling
- ii. Elimination of sulphur dioxide by physical processes
- iii. Partial dealcoholisation of wine
- iv. Electrodialysis treatment to ensure the tartaric stabilisation of the wine

12.5 Labelling

12.5.1 You must only label wine produced to this Standard as organic.

12.5.2 Where the grapes are produced organically but the processing does not comply with this standard the wine may be labelled "wine made from organic grapes".

SECTION 12

12.6 Record keeping

- 12.6.1 You must keep records for a period of at least five years after selling the wine of the following:
- that it was obtained from organic grapes
 - quantities of wine in litres
 - per wine category
 - per year

SECTION 14

FEED PRODUCTION

14.1 Compound feed

- 14.1.1 You must comply with the various relevant sections of this Standard to be able to label feed as organic.
- 14.1.2 You must keep the production of processed organic feed separate in time or distance from production of processed non organic feed.
- 14.1.3 You must not use the same ingredient in organic and non organic form in the same feed formula. This also includes ingredients under organic conversion.
- 14.1.4 You must not use chemically synthesised solvents to produce any feed products or use any raw material that has been produced using them.
- 14.1.5 You must not use 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.
- 14.1.6 You must not use ionising radiation for the treatment of organic food, feed or raw materials.
- 14.1.7 You must produce organic feed from organic feed materials, except where a feed material is not available on the market in organic form.
- 14.1.8 You must only use feed additives and processing aids to a minimum extent and only in case of essential technological or zootechnical needs or for particular nutritional purposes.
- 14.1.9 You must process feed with care, preferably with the use of biological, mechanical and physical methods.
- 14.1.10 You may, due to shortages of supply adjust formulations at short notice before official approval is granted. The label and recipe must be submitted to the Federation for approval as soon as is practical.

14.2 Feed additives

- 14.2.1 Feed additives and certain products used as in animal nutrition and processing aids may be used if they are listed below.

Nutritional additives		
a.	Vitamins	Vitamins, pro-vitamins and chemically well-defined substances having similar effect
3a	Vitamins and Provitamins	
	Derived from agricultural products.	
	If derived synthetically, only those identical to vitamins derived from agricultural products may be used for monogastric animals and aquaculture animals.	
	If derived synthetically, only vitamins A, D and E identical to vitamins derived from agricultural products may be used for ruminants; the use is subject to prior authorisation from Defra based on the assessment of the possibility for organic ruminants to obtain the necessary quantities of the said vitamins through their feed rations	

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b.	Trace elements Compounds of trace elements
E1 Iron	Ferric oxide
	Ferrous carbonate
	Ferrous sulphate heptahydrate
	Ferrous sulphate monohydrate
3b201	Potassium iodide
3b202	Calcium iodate, anhydrous
3b203	Coated granulated calcium iodate anhydrous
3b301	Cobalt(II) acetate tetrahydrate
3b302	Cobalt(II) carbonate
3b303	Cobalt(II) carbonate hydroxide (2:3) monohydrate
3b304	Coated granulated cobalt(II) carbonate
3b305	Cobalt(II) sulphate heptahydrate
E4 Copper:	Basic cupric carbonate, monohydrate
	Cupric oxide
	Cupric sulphate, pentahydrate
3b409	Dicopper chloride trihydroxide (TBCC)
E5 Manganese	Manganous oxide
	Manganous sulfate, monohydrate
	Manganous carbonate
E6 Zinc	Zinc oxide
	Zinc sulphate mono-hydrate
	Zinc sulphate heptahydrate
3b609	Zinc chloride hydroxide monohydrate (TBZC)
E7 Molybdenum	Sodium molybdate
E8 Selenium	Sodium selenite
	Sodium selenate
3b8.10, 3b8.11, 3b8.12, 3b813 and 3b817	Selenised yeast inactivated

Zoo-technical additives

SECTION 14

4a, 4b, 4c and 4d	Enzymes and microorganism in the category of "Zootechnical additives".
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Technological additives

a. Preservatives:

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
*	For silage : only when weather conditions do not allow for adequate fermentation

b. Antioxidant substances

1b 306(i)	Tocopherol extracts from vegetable oils
1b 306(ii)	Tocopherol-rich extracts from vegetable oils (delta rich)

c. Emulsifiers, stabilisers, thickeners and gelling agents

E322	Lecithins	Only when derived from organic raw material. Use restricted to aquaculture animal feed
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d. Binders and anti-caking agents

E 551b	Colloidal silica	
E 551c	Kieselgur (diatomaceous earth, purified)	
E 535	Sodium ferrocyanide	Maximum dose rate of 20 mg/kg NaCl calculated as ferrocyanide anion.
1m 558i	Bentonite	
E 559	Kaolinitic clays, free of asbestos	
E 560	Natural mixtures of stearites and chlorite	
E 561	Vermiculite	
E 562	Sepiolite	
1g 568	Clinoptilolite of sedimentary origin	
E 599	Perlite	

d. Silage additives

1k	Enzymes, yeasts and bacteria can be used as silage additives The use of lactic, formic, propionic and acetic acid in the production of silage shall only be permitted when weather conditions do not allow for adequate fermentation.
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Sensory additives

2b	Flavouring compounds	Only extracts from agricultural products
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Certain substances used in animal nutrition

Yeasts:
Saccharomyces cerevisiae
Saccharomyces carlsbergiensis

Substances for silage production

Sea salt
Coarse rock salt
Whey
Sugar
Sugar beet pulp
Cereal flour
Molasses

SECTION 14

- 14.2.2 Where feed is comprised of in conversion and / or non organic ingredients as well as organic ingredients you may sell it with the designation “may be used in organic production in accordance with Regulations (EC) 834/2007 and (EC) 889/2008”, provided that it complies with this Standard.
- 14.2.3 Organic feed labelling must show the respective total percentages in the product of feed materials which are organic, in conversion and from non organic production as well as the total percentage of the feed comprised of agricultural ingredients. The labelling must also list the ingredients which are organic and those which are in conversion products. [66](#) [60](#)

14.3 Permitted feed materials for non ruminants

14.3.1 Non-organic feed materials of plant origin

Cereals, grains, their products and by-products

Oats as grains, flakes, middlings, hulls and bran
Barley as grains, protein and middlings
Rice germ expeller
Millet as grains
Rye as grains and middlings
Sorghum as grains
Wheat as grains, middlings, bran, gluten feed, gluten and germ
Spelt as grains
Triticale as grains
Maize as grains, bran, middlings, germ expeller and gluten
Malt culms
Brewers’ grains

Oil seeds, oil fruits, their products and by products

Rape seed, expeller and hulls
Soya bean as bean, toasted, expeller and hulls
Sunflower seed as seed and expeller
Cotton as seed and seed expeller
Linseed as seed and expeller
Sesame seed as expeller
Palm kernels as expeller
Pumpkin seed as expeller
Olives, olive pulp
Vegetable oils (from physical extraction)

Legume seeds, their product and by products

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Chickpeas as seeds, middlings and bran

Ervil as seeds, middlings and bran

Chickling vetch as seeds submitted to heat treatment, middlings and bran

Peas as seeds, middlings and bran

Broad beans as seeds, middlings and bran

Horse beans as seeds middlings and bran

Vetches as seeds, middlings and bran

Lupin as seeds, middlings and bran

Tuber, roots, their products and by products:

Sugar beet pulp

Potato

Sweet potato as tuber

Potato pulp (by-product of the extraction of potato starch)

Potato starch

Potato protein

Manioc

Other seeds and fruits, their products and by-products

Carob

Carob pods and meals thereof

Pumpkins

Citrus pulp

Apples, quinces, pears, peaches, figs, grapes and pulps thereof

Chestnuts

Walnut expeller

Hazelnut expeller

Cocoa husks and expeller

Acorns

Forages and roughages

Lucerne

Lucerne meal

Clover

Clover meal

Grass (obtained from forage plants)

Grass meal

Hay

Silage

Straw of cereals

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Root vegetables for foraging

Other plants, their products and by products

Molasses

Seaweed meal (obtained by drying and crushing seaweed and washed to reduce iodine content)

Powders and extracts of plants

Plant protein extracts (solely provided to young animals)

Spices

Herbs

Feed Materials of animal origin

Milk and milk products

Raw milk

Milk powder

Skimmed milk, skimmed milk powder

Buttermilk, buttermilk powder

Whey, whey powder, whey powder low in sugar, whey protein powder (extracted by physical treatment)

Casein powder

Lactose powder

Curd and sour milk

Fish, other marine animals, their products and by products

Under the following restrictions: products' origin only from sustainable fisheries and to be used only for species other than herbivores

Fish

Fish oil and cod liver oil not refined

Fish molluscan or crustacean autolysates

Hydrolysate and proteolysates obtained by an enzyme action, whether or not in soluble form, solely provided to young animals

Fish meal

Not subject to the reduction of the use of non organic ingredients

Fish and egg products

Eggs and egg products for use as poultry feed, primarily from the same holding.

Not subject to the reduction of the use of non organic ingredients

Feed materials of mineral origin

Sodium

- Sodium sulphate
- Sodium carbonate
- Sodium bicarbonate
- Sodium chloride

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Potassium

- Potassium chloride

Calcium

Lithotamnion
Maerl
Calcareous marine shells
Calcium carbonate
Calcium gluconate

Phosphorus:

Defluorinated dicalcium phosphate
Defluorinated monocalcium phosphate
Monosodium phosphate
Calcium magnesium phosphate
Calcium sodium phosphate

Magnesium

Magnesium oxide (anhydrous magnesia)
Magnesium sulphate
Magnesium chloride
Magnesium phosphate

Other feed materials

Fermentation (by-)products from microorganisms the cells of which have been inactivated or killed:

- *Saccharomyces cerevisiae*
- *Saccharomyces carlsbergiensis*

SECTION 15

IMPORTING

15.1 Specific principles

- 15.1.1 The section is specifically for importers.
- 15.1.2 You must refer to other relevant sections of this standards relating to your operation.
- 15.1.3 If, as a company or as an individual, you bring organic products into the UK you are an importer.
- 15.1.4 You must not import organic produce before you have been certified to do so.
- 15.1.5 It is not possible to issue authorisations retrospectively – failure to hold an authorisation could result in penalties and legal action against the importer concerned.
- 15.1.6 You must not import organic produce unless all usual import procedures have been complied with.
- 15.1.7 You must adhere to the following relevant criteria for third country imports:
- i. The product is imported from an exporter approved by a certification body in a third country that is approved by the Commission;
 - ii. 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 standards equivalent to EU organic standards in specified third countries;
 - iii. 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; (Article 32 of Council Regulation 834/2007).

15.2 Your audit

- 15.2.1 At the inspection, our inspector will need to see a variety of documents which you must ensure are available before our inspector arrives such as:
- i. A current copy of these standards
 - ii. Specifications for all products imported
 - iii. Current organic certificates for each organic imported product; **13**
 - iv. Completed COI (certificate of inspection) from the cert body in 3rd country;
 - v. Certificates of conformity issued to you;
 - vi. Bills of lading;
 - vii. Invoices from your suppliers;
 - viii. EU importation certificates;
 - ix. Certificates of cleaning for bulk delivery containers if appropriate;
 - x. Records of the first consignee and their inspection of the imported products; **84**
 - xi. Accumulated quantities of all organic imports, sales and purchases since the start of the audit period;

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- xii. Opening and closing stocks of each imported organic product and sales for the audit period;
- xiii. Complaint records.
- xiv. Any other records that support the maintenance of organic integrity of your product

15.2.2 Failure to provide any of this information if it is relevant to your operations can be a serious non-compliance.

15.2.3 We will have to charge if further inspections are required due to a serious non compliance.

15.3 Imports from EU countries

15.3.1 This Standard allows for equivalence and free movement of organically certified goods throughout the EU.

15.3.2 Products that have been imported from EU countries, that are certified as organic by recognised EU certification bodies will be treated as if they originated in the UK and have been subject to the same inspection criteria.

15.3.3 In the same way, products certified in the UK have the same right of movement within the EU.

15.3.4 You do not need to be certified providing that do not sell, store or trade the goods you have imported.

15.3.5 You also do not require certification if bulk goods (grains etc) are delivered directly to your customers and not to storage facilities controlled by you. However, you must comply with the following.

- i. You import products from within the EU which are certified organic.
- ii. They are labelled with an EU certification body's code;

15.3.6 You do require certification if the organic goods you import from the EU are:

- i. Goods requiring USDA National Organic Program certification which is separate to this Standard;
- ii. Products are stored in facilities controlled by yourself including bulk commodities (such as grains);
- iii. Intended to be broken down into smaller quantities;
- iv. Intended to be re-labelled
- v. You are selling the goods on

15.3.7 You may also request certification of EU sourced products where you wish to maintain control of supply from suppliers within the EU, by having their products added to your certificate and trading schedule.

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15.4 Imports from Third Countries

- 15.4.1 If you import goods from outside of the EU then you need to be certified by a UK organic certification body, such as the Organic Food Federation, as an importer.
- 15.4.2 Third countries are defined as countries outside the EU.
- 15.4.3 Equivalent third countries have organic production methods, certification systems and certification bodies deemed by the Commission to be equivalent to EU standards. Be aware that not all produce nor all certification bodies in approved third countries have been approved by the Commission.
- 15.4.4 Countries that do not have equivalence with EU standards have organic production methods, certification systems and certification bodies not deemed by the Commission to be equivalent to EU standards
- 15.4.5 You must ensure that imported organic products from a third country are
- i. in appropriate packaging or containers,
 - ii. closed in a manner preventing substitution of the content
 - iii. 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.
- 15.4.6 You must check all paperwork and certificates and record these checks.

15.5 When receiving goods or products from other units and other operators

- 15.5.1 You must check on receipt of an organic product, the closing of the packaging or container where applicable.
- 15.5.2 You must check that the products are labelled as organic.
- 15.5.3 You must cross check the information on the label of the product with the information on the accompanying documents.
- 15.5.4 All these checks must be recorded. These records will be required at your annual inspection.

SECTION 15

15.6 Certificate of Inspection (Col) for organic produce

- 15.6.1 You must get a [Col for your import](#) from the control body that certified the exporter before it arrives in the EU.
- 15.6.2 You must ensure that you hold the original completed European Import Certificate including the Port Health Authority (PHA) approval, unless the original certificate has to further accompany the consignment.
- 15.6.3 You must [tell your port health authority \(PHA\)](#) about your import using their pre-notification system.
- 15.6.4 Control of organic imports is carried out by the designated PHA.
- 15.6.5 You must make available the original Col for inspection by the Port Health Authority. (Only an original certificate is accepted, uncertified alterations or erasures shall invalidate the certificate.)
- 15.6.6 You should be aware that PHA will check their lists from DEFRA OSB to validate the import authorisation. If the documentation is not in order the goods cannot be admitted.
- 15.6.7 When the PHA checks the Col and it's valid the produce then goes to customs for clearance before you can collect it.
- 15.6.8 If the consignment is split into batches for sale separately, the completed European Import Certificate may be copied, this copy must be imprinted or stamped COPY or DUPLICATE.
- 15.6.9 Original or copies of the completed European Import Certificate must be available for inspection by the Federation for at least 2 years after the goods are imported.
- 15.6.10 If for any reason the goods imported are not in conformity with the Federation's organic standards, release of the goods for sale shall be conditional on the removal of all references to organic production, from labelling, advertising and accompanying documentation.

15.7 Infestations

- 15.7.1 Should the materials you have imported be found to be infested with any sort of pests then you must ask permission from the Federation in advance if you intend to use any treatments to eliminate such pests from your products.
- 15.7.2 Your application should detail reasons for use, substance and details of the procedures to avoid product contamination.
- 15.7.3 We will not issue a retrospective permission.
- 15.7.4 See section 9 for full details on pest control.

SECTION 16

STORAGE, WAREHOUSE AND TRANSPORT

16.1 Specific principles

- 16.3.1 This section covers the storage and warehousing of produce and products. Stores or warehouses, including contract storage facilities, used for organic products, other sections of this Standard also apply.
- 16.3.2 It is a requirement under European organic regulations that all storage facilities used for organic products must be subject to organic certification.
- 16.3.3 Certification of the transportation of organic products is not a compulsory part of this Standard however there are additional sections dealing with specialist transport requirements to ensure organic integrity is maintained. This is a separate service offered by the Federation and where this service is required all relevant points in this Standard must be complied with.
- 16.3.4 You must not unpack, re-label or change the state of any product without first applying for and being granted certification as a processor.

16.2 General storage requirements

- 16.2.1 If they are your own premises, at the same address you import to, the storage facility will be inspected during your audit against the Federation's Standard.
- 16.2.2 You must have an organic certificate of conformity for any storage facility that is separate from your main place of trading and that is controlled by you.
- 16.2.3 You must ensure a full description of the warehouse and the materials stored must be prepared and records of all receipts (goods-in) and deliveries (to customers) of imported organic produce or products must be readily accessible for inspection.
- 16.2.4 You must manage storage for products to avoid any mixing with or contamination by products and / or substances that are not organic.
- 16.2.5 The store must be a clean, dry, in good repair and infestation free space. Organic products must be stored physically or spatially separated from conventional products.
- 16.2.6 You must ensure identification of lots and that organic products must be clearly identified at all times.
- 16.2.7 You must only use stores, bins and containers that are made of suitable materials to be in contact with food and must be clearly labelled at all times as to their contents and an indication of traceability.
- 16.2.8 You must ensure all containers used to store products, including bulk bins, silos and pallets, are closed securely and clearly labelled. Where necessary pallets should be shrink wrapped.
- 16.2.9 You must ensure store areas are clean and free from potential contaminants.

SECTION 16

16.3 Contracted storage requirements

- 16.3.1 You must ensure that any contract warehouse or store used is in possession of a valid organic certificate of conformity issued by one of the authorised UK organic certification bodies. If this is not the case an inspection will be required to ensure compliance with this Standard.

16.4 Goods inward

- 16.4.1 You must have valid certificates of conformity and trading schedules for all products to ensure they meet the organic requirements. These must be valid, state the goods supplied and the address of the supplier.
- 16.4.2 Products must have full documentation and be securely packaged, labelled “organic” and also include details of the certification body. Records of goods received must be kept.
- 16.4.3 You must take adequate control measures to prevent imported pests. This must include checks on raw materials and incoming products.
- 16.4.4 You should conduct supplier audits and assess other risks.
- 16.4.5 You must keep full records relating to the receipt of your goods, site and location in store of all organic goods you receive.

16.5 Separation

- 16.5.1 You must identify or label in such a way all organic products stored to ensure they cannot be mixed with non organic products and that all lots are identified to avoid any mixing with or contamination by products and / or substances that are not organic.
- 16.5.2 You must ensure that any food contact item or area used for storage is:
- i. made of suitable materials
 - ii. clean, dry and fit for purpose
 - iii. fully separated by space and time from non organic products
 - iv. clearly labelled
 - v. closed securely
 - vi. shrink wrapped where necessary
 - vii. infestation free
- 16.5.3 When there is a variety of food and non food products stored, the area for food storage must be physically separate from non foods, especially from materials that can contaminate foods by taint or spillage.
- 16.5.4 You must maintain records of organic stock separately from records of non organic stock.
- 16.5.5 You must use utensils and equipment that have been thoroughly cleaned to remove all traces of non organic materials. Wherever possible these should be dedicated for organic use.
- 16.5.6 You should work tidily and maintain good standards of housekeeping at all times.

SECTION 16

16.6 Packaged goods

- 16.6.1 You must ensure that packaged organic products are received into store and despatched from store unopened, free from damage and correctly labelled.
- 16.6.2 You should store packaged organic products so that there is little or no overhang of packages and the load is stable and not liable to damage.
- 16.6.3 You should physically or spatially separate (minimum 1 metre) fresh produce which is supplied in open crates or boxes from non organic produce. These must be clearly labelled to show the organic nature and origin of the goods.
- 16.6.4 You should frequently check refrigerated storage temperatures, particularly when chill or cold store doors have been opened several times in succession. These checks and temperatures must be recorded and records maintained.

16.7 Bulk storage - silos

- 16.7.1 You should ideally store bulk organic products in vessels or silos dedicated for organic products.
- 16.7.2 You must where it is not possible to use a dedicated organic facility:
- i. remove all traces of the previously stored product from the vessel or silo and the delivery and off take systems.
 - ii. follow a fully documented cleaning procedure every time organic product is to be stored.
 - iii. maintain cleaning procedures and records.
- 16.7.3 You must clearly mark storage vessels or silos to show the nature, origin and quantity of the material stored.
- 16.7.4 You should maintain records of temperatures where a bulk material must be stored at controlled temperatures.
- 16.7.5 You must ensure that bulk storage silos are clean, free from pests, in a good state of repair and are fit for the purpose for which they are being used.

16.8 Bulk storage - floor

- 16.8.1 You must only store unpackaged bulk organic commodities (eg cereals, seeds, sugar) on the floor providing:
- i. it is in good condition.
 - ii. it is clean, dry and free from cracks, crevices and damage.
 - iii. the floor must be thoroughly cleaned to remove all traces of the previous stock.
 - iv. all traces of fuel or oil spillage from tractors or other vehicles used in the warehouse are removed.
 - v. it is dedicated for organic product unless it is possible to ensure a physical barrier between organic and conventional material a minimum. As a precaution there should be a clear 3 metre space separating different organic materials.
- 16.8.2 You must ensure that cross contamination does not occur. Cross contamination of one organic material with another is as unacceptable as cross contamination between organic and conventional.

SECTION 16

- 16.8.3 Bulk organic products may also be stored on pallets or in the bulk containers in which they are transported. These must be clearly labelled to show the nature, origin and quantity of the material stored.

SECTION 17

DESPATCH AND TRANSPORT

17.1 Despatch

- 17.1.1 You must ensure when mixed loads of organic and conventional products are despatched, they are physically separated and due precautions must be taken to avoid any direct contact between them.
- 17.1.2 You must ensure that only correctly labelled organic goods are labelled and despatched as organic.
- 17.1.3 You must keep full records relating to the despatch of any goods marketed as organic.
- 17.1.4 All documentation must clearly state the organic status of the goods being despatched eg organic certification body code and / or goods described as organic.

17.2 Transport

- 17.2.1 You must ensure that the relevant points in this Standard are complied with.
- 17.2.2 Bulk cereals should be transported to and from storage units by hauliers who are registered with and comply with GAFTA/UKASTA Code of Practice.
- 17.2.3 You must not walk on loads unless absolutely necessary and you must be suitably attired to prevent contamination of the product.
- 17.2.4 Bulk oils and fats should be transported to and from storage units by hauliers who are registered with and comply with SCOPA code of practice.
- 17.2.5 You must ensure that orders are distributed in vehicles that are clean and in good condition.
- 17.2.6 You must ensure that if controlled temperature distribution is appropriate, the temperature of the insulated container is correct at the time of departure. The haulier must be held responsible for ensuring that the correct temperature is maintained during the journey.

SECTION 18

TRANSPORTATION OF BULK LIQUIDS

18.1 General

18.1.1 The transportation of organic goods by road is a common occurrence and some of these transport operations may contravene organic integrity. For this reason this Standard has been produced.

18.2 Vehicles

18.2.1 You must have a valid operating licence or other permission enabling you to operate as a road haulage company; this is also a legal requirement.

18.2.2 You must ensure that all transport vehicles are clearly marked.

18.2.3 You must ensure that vehicles used to transport organic products have not carried any material that can pose a risk of contamination such as:

- i. Human or animal waste;
- ii. Chemicals including petroleum;
- iii. Toxic materials;

18.2.4 You must record details of all loads carried in each vehicle.

18.2.5 Should you need to hire a vehicle you must ensure that the previous three loads carried are recorded and records of the full cleaning procedure are obtained before transporting organic liquids.

18.2.6 You must not use vehicles with sectionalised interiors to carry mixed loads of organic and non organic products at the same time.

18.2.7 You must ensure that your vehicles and discharge pipes are clean, dry, free from taint and generally fit for purpose.

18.2.8 You must ensure that all traces of previous products are removed from hoses and that hose ends are capped when not in use.

18.2.9 Temperature measuring units should be calibrated regularly in accordance with the manufacturer's recommendations.

18.2.10 You must ensure all equipment used for mixing and sampling is thoroughly cleaned before the operations take place. Records must be kept of this.

GLOSSARY OF TERMS

A, B, C

Agri environmental scheme	A government scheme that links agricultural production to minimum levels of environmental management and responsibility.
Applicant	An organisation or person who has applied for, but has not yet been given operator status.
Approved Body	A body approved by the Defra for the purpose of operating a certification scheme for organic food production
Approved Producer	A registered operator holding a valid Certificate of Conformity for the production of organically produced products.
Aquaculture	Aquatic species farmed in fresh, salt or brackish water.
Assessment report	Report generated by the Federation on an operator showing any non compliances to this Standard
Autolysate	A product of the process autolysis by which cells are broken down by enzymes produced in the cells themselves
Bovine	Ruminant such as cow, ox, or buffalo.
Bubalus	Water buffaloes
Caprine	Animal with the characteristic of a goat.
Certificate of Conformity	A certificate showing organic products, fields, etc issued to an operator recognising their conformity to our Standards.
Certificate of Inspection	Required for imports from outside the EU. Both sections must be kept for audit purposes.
Certification Scheme	The Scheme operated by the Organic Food Federation and audited by the Defra designed to certify conformity with the Standards as defined.
Competent Authority	The Competent Authority is Defra (Department for Environment, Food and Rural Affairs).
Consignment	Quantity of products covered but a single certificate of inspection, conveyed by the same means of transport and imported from the same country outside the EU.
Control Authority	The Control Authority is Defra (Department for Environment, Food and Rural Affairs).
Control Body	Organic Food Federation or an equivalent body.
Conventional feedstuffs/feed	Materials not produced in accordance with the rules of production specified in this Standard.
COSHH	Control of substances hazardous to health.

D, E, F

Defra	Department for Environment Food and Rural Affairs
Defra surveillance visits	A random inspection of some operators to check our inspection procedures.
Derogation	Permission granted by us or Defra to carry out a specific task.
Equine	Horses, asses and zebras.
Ethological	The scientific study of animal behaviour, especially as it occurs in a natural environment.
Feed additives	Additives that may be included in feed that are listed in this Standard.
Feedingstuff	Feed
Feed materials	Feed materials produced in accordance with this Standard.
First consignee	The person to whom the imported consignment is delivered and who will receive it for further preparation and/or marketing.

GLOSSARY OF TERMS

G, H, I

GAFTA	Grain and Feed Trade Association
Genetically modified organisms (GMO)	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.
GMO derivative	Any substance which is either produced from or produced by GMOs, but does not contain them.
Hazard Analysis Critical Control Point (HACCP) Holding	A system for identifying and controlling hazards. All the production units operated under a single management for the purpose of producing agricultural products.
Homeopathic products	Veterinary medicinal product prepared from products, substances or compositions called homeopathic stocks in accordance with a homeopathic manufacturing procedure.
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.
Importer	An operator who imports goods either in person or through a representative for release for free circulation into the Community.
In conversion	The transition from non organic to organic farming within a given time period, during which our Standards have been applied.
In conversion feedingstuffs / feed materials	Feedingstuffs produced during the conversion period to organic production, with the exclusion of those harvested in the 12 months following the beginning of the conversion.
Ingredients	Processed agricultural crop and livestock products intended for human consumption, prepared essentially from one or more ingredients of plant or animal origin.
Inspector	A qualified person appointed to conduct and carry out audits.
Inspection Service	An independent inspection service appointed, or operated directly, by Defra or us to carry out inspections on its behalf.
Ionising radiation	Radiation that has enough energy to remove electrons from substances it passes through, forming ions.

J, K, L

Labelling	Any words, particulars, trademarks, brand names, pictorial matter or symbols appearing on any packaging, document, notice, label, board or collar accompanying or referring to a product.
Licensee	An operator who has been granted a Certificate of Conformity.
List of ingredients	The list of ingredients referred to on the labelling.
Livestock Production	The production of domestic or domesticated terrestrial animals and aquatic species farmed in fresh, salt or brackish water.
Logo	The symbol or mark of conformity issued to operators by the Federation for use on products produced in accordance with this Standard.

M, N, O

Marketing	Marketing means holding or displaying for sale, offering for sale, selling, delivering or placing on the market in any other form.
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Organic Food Federation Standards

GLOSSARY OF TERMS

Mass catering operations	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.
MSDS	Material Safety Data Sheet
Mycology	Study of fungi.
National Organic Program (NOP)	A certification programme for operators supplying product to the United States, either directly or via processors exporting products to the US, and which require products produced to the United States Department of Agriculture NOP Standards.
Non organic	Not coming from or not related to a production in accordance with this Standard.
Non compliance Operator	A failure to meet this Standard. Anyone who produces, prepares, stores or imports from a third country, with a view to the subsequent marketing thereof, products referred to as organic.
Organically produced feedstuffs/materials	Materials produced in accordance with the rules of production laid down in this Standard.
Ovine	Characteristic of sheep.

P, Q, R

Permanent pasture	Pasture which has been in existence for at least five years.
Phytotherapeutic	The use of plant-derived substances to treat a medical condition.
Posology	Study of the dosages of medicines and drugs.
Potable water	Water that is safe to drink, free from pollution, harmful organisms and impurities.
Propolis	Resinous mixture that honey bees collect from tree buds, sap flow or other botanical sources.
Pyrethrin	Extracts of a species of chrysanthemum used as insecticides.
Pre packaged foodstuff	A wrapped or packaged food product before sale.
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.
Processing aid	Any substance not consumed as a food ingredient by itself but performs a technological purpose during processing.
Processing Complex	Where raw materials are processed in such a way that the nature, weight or volume is transformed.
Processing Simple On Farm	Simple Processing must always be on a dedicated organic site. Normally defined as where raw materials are processed in such a way that traceability and reconciliations are not difficult to follow for a producer inspector. For example: cleaning; peeling, chopping and slicing; packing (including bought in certified products) eg box schemes; blending (including bought in certified products) where the nature of the product is not changed e.g. muesli; processing of a single organic ingredient where nature is not changed e.g. flour milling; simple butchery.

GLOSSARY OF TERMS

Production Unit 'Production unit' means all assets to be used for a production sector such as production premises, land parcels, pasturages, open air areas, livestock buildings, fish ponds, containment systems for seaweed or aquaculture animals, shore or seabed concessions, the premises for the storage of crops, crop products, seaweed products, animal products, raw materials and any other input relevant for this specific production sector.

S, T, U

SCOPA Seed Crushers and Oil Producers Association

Simultaneous Conversion Conversion of land and animals simultaneously from the beginning of conversion period. Both become organic at the same time.

Transhumance When animals are moved on foot from high ground to low ground, or vice versa.

Third Country A country that is not a member of the European Union and importers from these countries are required to obtain authorisation from Defra with the exception of Argentina, Australia, Costa Rica, Israel, New Zealand, Switzerland and India.

Torrefaction Drying or roasting

UKAS United Kingdom Accreditation Service - The UK body responsible for accrediting certification bodies to EN45011/ISO65 and contracted by Defra in the UK to assess certification Bodies.

UKASTA United Kingdom Agricultural Supply Trade Association

V, W, X

Varroa Destructor an external parasitic mite that attacks honey bees

Verification of the consignment Port Health Authority stamp at port of entry into the EU

Veterinary Medicinal Products Products used as a curative or preventative treatment against a specific disease.

Veterinary Treatment All courses of a curative or preventive treatment against one occurrence of a specific disease.

Zoonoses Diseases that are transferable from animals to humans

Zootechnical Relating to the science and technology of animal husbandry.

Organic Food Federation Standards
GLOSSARY OF TERMS

This Standard was compiled by John Weldon and Vivien McBride : Organic Food Federation