



Filling Out The Organic Product Profile

Vermont Organic Farmers, LLC (VOF)

Northeast Organic Farming Association of Vermont (NOFA-VT)

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Complete one Organic Product Profile (OPP) form for each multi-ingredient product that you wish to have included on your organic certificate.

What will be helpful to have with you when filling out the OPP:

1. Your product formulation/recipe.
2. Organic certificates for each ingredient used.
3. Spec sheets for each multi-ingredient ingredient, if applicable. (Ex of multi-ingredient ingredients: organic mustard; organic dried, sweetened cranberries; organic chocolate chips; organic Worcestershire sauce; etc.)

What to enter in each field:

1. **Company Name:** Enter the legal name of your operation.
2. **Year:** Enter the current year.
3. **Brand Names that this formulation is sold under:** Enter all of the brand names that this product is labeled under.
4. **Product Category:** Put an “x” in the box next to the category that you are requesting this product be certified in. There are three options:
 - a. **100% Organic** – your product is made up of *only* ingredients that are listed on their organic certificates as being certified in the “100% Organic” category and all processing aids (if used) are agricultural products that are listed on their organic certificates as being certified in the “100% Organic” or “Organic” categories.
 - b. **Organic** – your product is made up of at least 95% organic products. The remaining 5% must *only* be non-organic non-agricultural ingredients that are listed on the National List section 205.605 (ex. Citric acid, sodium bicarbonate, etc.); or non-organic agricultural ingredients that are listed on the National List section 205.606 (ex. Guar gum, non-amidated pectin, etc.).
 - c. **Made with Organic (specified ingredients or food group(s))** – your product is made up of at least 70% organic products. The remaining 30% must be *only* non-organic non-agricultural ingredients that are listed on the National List section 205.605; or non-organic agricultural ingredients that have been verified as being produced without the use of genetic engineering, ionizing radiation, and sewage sludge.
5. **Projected total volume expected to produce this year:** Enter the amount of this product that you expect to produce in the current calendar year (Jan 1 thru Dec 31).
6. **For any ingredients that are not certified organic, describe your efforts to source certified products:** If you use non-organic *agricultural* ingredients in your product and your product is certified in the “organic” category (remember, non-organic agricultural ingredients must make up less than 5% of your product and must be found on the National List section 205.606) you must make an effort to source an organic version of the ingredient prior to using the non-organic version. In this section of the OPP, describe what steps you took to attempt to source the organic version of the non-organic *agricultural* ingredient.
7. **List all processing aids used in production of this product:** A processing aid is defined as:
 - a. A substance that is added to a food during the processing of such food but is removed in some manner from the food before it is packaged in its finished form;

- b. A substance that is added to a food during processing, is converted into constituents normally present in the food, and does not significantly increase the amount of the constituents naturally found in the food; and
 - c. A substance that is added to a food for its technical or functional effect in the processing but is present in the finished food at insignificant levels and does not have any technical or functional effect in that food.
8. **Product Composition:** This section allows you to verify the organic content of your product to ensure that it qualifies for the organic category in which you wish to have it certified:
- a. **Ingredient:** List each ingredient used in your product. NOTE: do list salt and water if used but do not include them in your product calculations.
 - b. **Supplier:** List the supplier of each ingredient.
 - c. **Certified by:** List the certifier of each ingredient (the certifier will be found on the organic certificate for each ingredient).
 - d. **% organic content in that ingredient:** To determine this number you will need the organic certificates for each ingredient:
 - i. Find the ingredient on the organic certificate
 - ii. Notice whether the ingredient is listed under the “100% Organic”, “Organic”, or “Made with Organic” header.
 - 1. If the ingredient is listed under the “100% Organic” header enter 100 into this column on the OPP.
 - 2. If the ingredient is listed under the “Organic” header enter 95 into this column on the OPP.
 - 3. If the ingredient is listed under the “Made with organic” header you will need a spec sheet to determine the amount of organic content to enter into this column.
9. **% in formulation:** enter the amount of each ingredient in your formulation. To calculate this number:
- a. By weight - divide the total net weight (excluding water and salt) of combined organic ingredients at formulation by the total weight (excluding water and salt) of the finished product.
 - b. By fluid volume - divide the fluid volume of all organic ingredients (excluding water and salt) by the fluid volume of the finished product (excluding water and salt) if the product and ingredients are liquid. If the liquid product is identified on the principal display panel or information panel as being reconstituted from concentrates, the calculation should be made on the basis of single-strength concentrations of the ingredients and finished product.
 - c. For products containing organically produced ingredients in both solid and liquid form, divide the combined weight of the solid ingredients and the weight of the liquid ingredients (excluding water and salt) by the total weight (excluding water and salt) of the finished product.
10. **Actual organic % of that ingredient/product:** This column will automatically calculate for you. Do not enter anything into this column.
11. **Total % in formulation:** This column will automatically calculate for you. Do not enter anything into this column. NOTE: this column must always equal 100
12. **Total % organic ingredients:** This column will automatically calculate for you. Do not enter anything into this column. NOTE: this column must always equal a percentage above 95% if your product is certified in the “Organic” category (this is the most common category of certification).

What to submit to the VOF office along with your OPP:

- Copies of all labels to be used on your product.
- Copies of organic certificates for all ingredients that have not yet been reviewed by VOF.
- Non-organic ingredient verification forms for all non-organic ingredients, if using. Contact the office for forms.

Possible forms you may need are:

- Non-Organic Ingredient Declaration – to be used to verify that ingredients are produced without the use of genetic engineering, ionizing radiation, and sewage sludge.
 - Synthetic Vitamins & Minerals verification – to be used if your product is fortified with synthetic nutrients.
 - Natural Flavor verification – to be used if you use a natural flavor in your product.
- Copies of spec sheets for all multi-ingredient ingredients.
 - An updated facility map/process flow diagram if one is not currently on file with VOF for a similar product that you are already certified for and that is made on the same equipment and in the same facility.

How to submit your OPP to VOF for review:

The Organic Product Profile is part of the processing application and must be included with your application submission. Additionally, you have the option to add products to your OSP at any time. In this case, you will do the following:

1. Log onto your online Community Homepage, click on the VOF Record Keeping Forms link found on the right hand side of the page under Resources to download the OPP. Or call the VOF office to get a copy mailed or emailed to you.
2. Fill out the OPP form and submit it, along with all necessary documentation, to the VOF office via email.
 - a. Submit one form per product (do not create multiple sheets on the same form).
3. If you prefer not to use email fill out a hard copy of the OPP and mail it, along with all necessary documentation, to the VOF office. Note that if you use a paper version you will need to complete all formulation calculations and enter your percentages manually.