

Instructions:

Complete the Master Ingredient & Processing Record identifying sources of ALL ingredients and processing aids used in ALL the products to be certified. This **first tab** is for Certified Organic ingredients only. **Second tab** is for other ingredients (PSL 6.3 & 6.4). The **third tab** is for processing aids (PSL 6.5).

The **First Tab** is for **Organic Ingredients** only.

List each ingredient and identify who is the source of the organic certification documentation (manufacturer or distributor).

Note: the 'Certificate issue date' on the organic ingredients tab cell will highlight red when the organic certificate is past its monitoring date (18 months); highlight orange when past 12 months. This feature is connected to the viewing date; not the 'date completed'.

The **Second Tab** is for **Other Ingredients** classified as food additives (**PSL 6.3**) or not classified as food additives (**PSL 6.4**) neither of which are organic.

List each ingredient and identify who is the source of the documentation (manufacturer or distributor) and the type of product support documentation you have (e.g. Certificate of Analysis, Specification Sheet or a SDS).

For Products with > 95% organic content: Applicable clauses from 32.310: Section 9.2.1 a) “ingredients classified as food additives”, and “ingredients not classified as food additives,” as listed in Tables 6.3 and 6.4 of CAN/CGSB-32.311, respectively, subject to requirements specified in substance listing annotations and restrictions specified in 6.2 of CAN/CGSB-32.311. Listed ingredients of agricultural origin shall meet the requirements in 1.4 a), 1.4 c), 1.4 h) and 6.2 of CAN/CGSB-32.311; Section 9.2.1 d) non-organic agricultural ingredients that meet the requirements in 1.4 a), 1.4 c) and 1.4 h). These ingredients are also subject to organic commercial availability requirements.

Note: updated support documentation is only needed when the listed documentation is no longer valid.

The **Third Tab** is for **Processing Aids (PSL 6.5)** only.

List each processing aid ingredient and identify who is the source of the documentation and what type of documentation it is (e.g. Certificate of Analysis, Specification Sheet or a MSDS). Identify if you have confirmation of compliance per PSL annotations and applicable 1.4 prohibitions (a, c, & h) for non-organic agricultural processing aids.

Note: updated support documentation is only needed when the listed documentation is no longer valid.

