

Organic Product Profile Instructions

The Organic Product Profile (OPP) is an essential part of your Organic System Plan (OSP) for multi-ingredient products. You must submit an Organic Product Profile for each product you want to have certified, except for single ingredient products that do not use any processing aids during processing. You must also submit a copy of the label(s) that will be used for each product. Labels must be approved before printing. A checklist for labels approval is available for each label category: "100 percent organic", "organic", and "Made with organic..."

See next page for list of supporting documents needed for each type of ingredient or processing aid.

Table 1. Explanation of data entry items in Excel form of Organic Product Profile.

Item	Explanation
Applicant/Company:	Name of the operation applying for certification of this product.
Product Name:	Product name as it appears on the label.
Date:	Today's Date
Ingredient	Include both the generic name and the brand name as listed on the label or product specification sheet.
Supplier	Supplier of the product.
Certifying Agent	Supplier's organic certification agency, if applicable.
Category	Each ingredient or processing aid will belong to a specific category. Please select from the following list: 100% Organic Organic Made with Organic Water Salt Nonagricultural Nonorganic
Organic %	See Table 3 below.
Units	Identify the measurement unit used in the formulation column.
formulation	Percent or amount used in formula for this product. Must use the same unit (pound, grams, etc.) or percent for all ingredients.
% salt	Percent of salt added to this ingredient. *Note: Salted ingredients (e.g. nuts, dried fruit) should include the amount of salt that has been added.
% water	Percent of water added to this ingredient. *Note: This is not the same as the moisture content.
salt/water	Calculated field. Used to find excluded amount of water and salt.
Nonorganic	Calculated field. Used to find total nonorganic ingredients.
Organic	Calculated field. Used to find total organic ingredients.
Total Org. & Nonorg.	Calculated field. Total of organic and nonorganic ingredients (excluding water and salt).
	Calculated field. Actual percent of organic ingredients.
Percent Organic:	This is the final organic percentage. It is rounded down as required by NOP regulations.

See next page for list of supporting documents needed for each type of ingredient or processing aid.

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Table 2. Supporting documentation required for each type of ingredient.

Ingredient Type	Documentation Required
100% Organic, Organic, or Made with Organic	Product label and/or specification sheet ^[1] listing all ingredients and supplier's organic certificate. If product contains added water or salt, a statement from supplier indicating percentage of each.
Organic or Made with Organic	Information requested above, plus a statement from supplier indicating percentage of organic ingredients (after excluding water and salt). If product contains nonorganic ingredients, a statement indicating organic percentage.
Water	A water test indicating that it meets clean water requirements.
Salt	Product label and/or specification sheet ^[1] listing all ingredients. Any anti-caking ingredient, flow agent, or other substance added to the salt must be on the National List (205.605 or 205.606).
Nonagricultural	Product label and/or specification sheet ^[1] listing all ingredients and Nonorganic Ingredient Declaration. Only substances listed in 205.605 are allowed.
Nonorganic (when used in a product labeled "Organic")	Product label and/or specification sheet ^[1] listing all ingredients and Nonorganic Ingredient Declaration. Only nonorganic ingredients listed in 205.606 are allowed when not commercially available in organic form. You must provide documentation that an organic form is not commercially available.
Nonorganic (when used in a product labeled "Made with Organic")	Product label and/or specification sheet ^[1] listing all ingredients and Nonorganic Ingredient Declaration.
Processing Aid	Since processing aids may be organic, nonorganic, or nonagricultural, you must submit the documentation required for the applicable type. *Note: - In products labeled "100% Organic", processing aids must be certified organic. - In products labeled "Organic" or "Made With Organic", processing aids must be on the National List (205.605 or 205.606).

^[1] If the label/specification sheet does not disclose all ingredients, the manufacturer must supply a full disclosure of ingredients.

Table 3. How to enter percentages.

Ingredient Type	How to enter percentages
100% Organic	Enter 100 in "Organic %" column. If product contains added water or salt, enter the applicable percentage in the "% salt" and "% water" columns.
Organic	Enter the actual organic percentage provided by the supplier. If not known, enter 95 for a multi-ingredient product or 100 for a single ingredient product. If product contains added water or salt, enter the applicable percentage in the "% salt" and "% water" columns.
Made with Organic	Enter the actual organic percentage provided by the supplier. If not known, enter 70 for a multi-ingredient product or 100 for a single ingredient product. If product contains added water or salt, enter the applicable percentage in the "% salt" and "% water" columns.
Water	Enter 0 in "Organic %" column. Enter 100 in "% water" column.
Salt	Enter 0 in "Organic %" column. Enter 100 in "% salt" column.
Nonagricultural	Enter 0 in "Organic %" column. If product contains added water or salt, enter the applicable percentage in the "% salt" and "% water" columns.
Nonorganic	Enter 0 in "Organic %" column. If product contains added water or salt, enter the applicable percentage in the "% salt" and "% water" columns.
Processing Aid	While the processing aid should be named in the "Ingredient" column, the organic % and formulation may be left blank.