

ICS Non-Grower Certification Check List

Have you completed, in its entirety, and dated, your production plan?		Yes	No
If any question does not apply to your operation, have you responded with “Does not apply and the reason why it does not apply ” instead of leaving it blank?		Yes	No
Have you signed and dated Modules 1 <i>and</i> 3?		Yes	No
Have you submitted your inspection minimum (See Module 1 for amount)?		Yes	No
Have you included the following with your production plan:			
<i>PSS forms (Modules 19s/19m) with:</i>			
	Labels for bulk products listed on Module 18, or samples attached?	Yes	No
	Labels for retail/consumer packages attached? (all labels must be approved prior to use)	Yes	No
	All supplier certificates and Products List attached (for all ingredients)?	Yes	No
	Specification sheets for processing aids	Yes	No
<i>Processing Facilities/Product Flow information (Module 20) with:</i>			
	Facility layouts/map attached for each site	Yes	No
	Description of the flow between each facility (if more than one is used)	Yes	No
	Flow diagram attached for all products handled and processed	Yes	No
	Descriptions of all treatments performed with each piece of equipment named	Yes	No
<i>Other records including:</i>			
	Copy of your most recent water analysis	Yes	No
	MSDS or other data sheets for any boiler additives	Yes	No
	Samples of records kept by your operation for received organic goods	Yes	No
	Samples of inventory records for received and stored organic ingredients	Yes	No
	Samples of inventory records for finished organic goods	Yes	No
	Samples of documents used to assure an unbroken chain of custody from received goods through to the finished product exists	Yes	No
	Description of lot numbering or other tracking system used to mark containers of finished product with unique batch IC to assure integrity – See Module 23, Question 1(c)	Yes	No
	Labels, MSDS, or other data sheets for each cleaning product used	Yes	No
	Description of differences in organic vs. conventional cleaning methods, or samples of cleaning logs and written operating procedures to show the difference	Yes	No
	Labels, MSDS, or other data sheets for each product used for pest control	Yes	No
	Samples of pest management documents	Yes	No
	Facility map used in pest control activities	Yes	No
	Any other documents you feel would be useful in explaining your descriptions on any of the modules you have completed.	Yes	No

Please double check all correspondence received from ICS. Occasionally, items not listed above will be requested.

	California Clients Only: Please submit copy of current State Organic Program Registration Certificate, or a Registration Application signed by the county if the application is still pending approval/renewal.	Yes No
	Hawaii Clients Only: Copy(ies) of any legally required facility health/sanitation permit(s)/license(s)	Yes No
	Did you make a copy of your completed production plan for your records and to have on hand when the inspector visits?	Yes No