

NOP Label Worksheet

Product _____ Label / ID Mark _____ Date _____

There are many requirements regarding labeling of products to be represented as organic under the NOP. This worksheet is designed to help ensure your labels are compliant with the NOP prior to submitting them to QAI. There are 3 labeling sections and you only need to complete the one that applies to your type of product/label: Finished Retail Packaging, Non-retail (bulk) for shipping or storage, Retailer Operation only.

While you are not required to submit this work sheet to QAI, it is recommended that you complete one for each product seeking certification. QAI will be verifying that your products meet all the criteria.

Follow down the column which applies to the organic claim you are making and write "Yes" or "Not Used" in the empty space for each criteria statement that applies.

"n/a" means you can disregard the requirement for that label claim only.

"Prohibited" indicates the method for labeling, even meeting the annotation, is not allowed for that label claim.

"Optional" in the reference column means it is not required for you to comply with that criteria but you may choose to.

100% Organic Claim	Organic Claim	Made With Organic Claim	Ingredient List Claim	Label Criteria – Finished Retail Packaging Only	Reference
			n/a	The final handler or distributor's name is properly displayed on the label.	NOP 205.305(b)(2)
			prohibited	QAI is properly identified on the label as the certifier directly below or otherwise near the handler or distributor' name (e.g. "Certified Organic by QAI"). No other printed material or information may be placed between the certifying agent's name and the name of the manufacturer or distributor.	NOP 205.303(b)(2)
				Ingredients are identified as organic in the ingredient panel listing. (This requirement is optional for 100% Organic products.)	NOP 205.303(b)(1) 205.304(b)(1) 205.305(a)(1)
		prohibited	prohibited	USDA seal is used.	NOP 205.303(a)(4) Optional
		n/a	n/a	If the USDA seal is used, it appears in one of three approved color schemes: black and clear, black and white, or green center with brown rim.	NOP 205.311(b)
			prohibited	QAI Certified Organic mark is used.	NOP 205.303(a)(5) Optional
		n/a	n/a	If both seals/marks are used, the QAI mark does not appear more prominently than the USDA seal.	NOP 205.303(a)(5)

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n/a			n/a	If making an optional label claim regarding the percentage of organic ingredients, it is printed in entirely the same type size, style and color without highlighting, and which does not exceed one-half the largest type size on that display panel.	NOP 205.303(a)(2)
n/a	n/a		n/a	If making an optional "Made with Organic..." label claim, the statement does not list more than 3 organic ingredients or 3 food groups. Note-if using 3 food groups, all ingredients with in that group must be organic.	NOP 205.304(a)(1)(i) ii)
n/a	n/a		n/a	If making an optional "Made with Organic..." label claim, the statement is printed in entirely the same type size, style and color without highlighting and which does not exceed one-half the largest type size on that display panel.	NOP 205.304(a)(1)(i) ii)
100% Organic Claim	Organic Claim	Made With Organic Claim	Ingredient List Claim	Label Criteria – Non-Retail for Shipping or Storage Only	Reference
n/a	n/a	n/a		If making a product with Less that 70% organic ingredients, the only reference to "Organic" is on the information panel. The word "organic" may be used to identify the organic ingredients in the ingredient statement, and, if ingredients are identified as organic in the ingredient statement, the information panel may also display the product's percentage of organic content.	NOP 205.305(a) Optional
n/a	n/a	n/a		If QAI is identified on the label as the verification agency, the word "verified" is used, and not the word certified ("Verified by QAI").	NOP 205.305(b)(2) Optional
			n/a	The production lot number is displayed.	NOP 205.307(b)
			n/a	QAI is identified as the certifier ("Certified Organic by QAI").	NOP 205.307(a)(1) Optional
			n/a	The product is identified as organic.	NOP 205.307(a)(2) Optional
			n/a	Handling instructions to maintain the organic integrity of the product are present.	NOP 205.307(a)(3) Optional
		prohibited	prohibited	The USDA seal is used.	NOP 205.307(a)(4) Optional

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			n/a	The QAI mark is used.	NOP 205.307(a)(5) Optional
			n/a	If container is labeled to meet compliance of foreign markets, the container and documents accompanying the container are clearly marked "For Export Only" and documentation is maintained after each sale to verify the container was marked as such.	NOP 205.307(c)
100% Organic Claim	Organic Claim	Made With Organic Claim	Ingredient List Claim	Label Criteria – Retailer Operation Only for Non-Packaged Products (bulk display) in Retail Store	Reference
		n/a	n/a	If product is represented as 100% Organic or Organic at the retail level, then ingredients are identified as organic in the ingredient panel listing.	NOP 205.308(a)
n/a	n/a		n/a	If making an optional "Made with Organic..." label claim, the statement does not list more than 3 organic ingredients or 3 food groups. Note-if using 3 food groups, all ingredients with in that group must be organic.	NOP 205.309(a)(1) Optional
n/a	n/a		n/a	If product is represented as "Made with Organic..." at the retail level, then ingredients are identified as organic in the ingredient panel listing.	NOP 205.309(a)(2)
		prohibited	prohibited	The USDA seal is used.	NOP 205.308(b) Optional
			n/a	The QAI mark is used.	NOP 205.308(b)(1) Optional
		n/a	n/a	If both seals/marks are used, the QAI mark does not appear more prominently than the USDA seal.	NOP 205.308(b)(2)