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## OSP: PROCESS FLOW CHART - NEW ORGANIC SUPPLIER / Fraud Prevention Plan

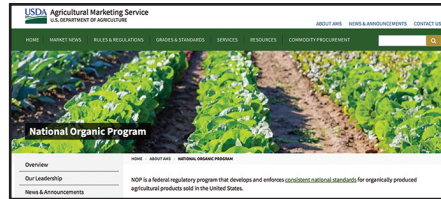
**Effective Date:** 09/01/23

**Review Date:** 11/30/23

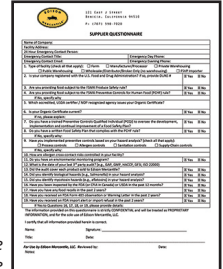
**Revision Date:** 11/30/23

### Adding an Organic Supplier

- Source via the NOP website [www.ams.usda.gov/nop](http://www.ams.usda.gov/nop). Search by item, geographic location or in the applicable fields.
- Perform a vulnerability assessment considering where fraud may occur. Disparity between organic and non-organic pricing, Production Challenges: political unrest, environment (weather / pest) and large fluctuations in production volume.
- Supply Chain qualities of historical relationship, vertically integrated supply chain with traceability and visibility back to the farm level.
- Identify critical control points and mitigation measures by having supplier complete the Edison Mercantile Questionnaire.



NOP Website Home Page

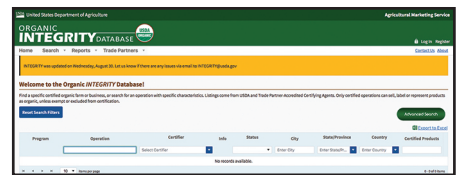


Edison Mercantile Supplier Questionnaire

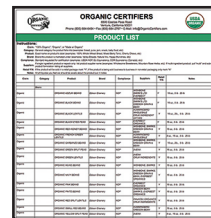
### Prospective Supplier Documents

- Current Organic Certificate & Product Profile/Listing verified via the Organic Integrity Database. <https://organic.ams.usda.gov/integrity>
- Supplier readily provides information upon request.
- Supplier has established training program, code of conduct, mass balance or traceback documentation.
- Verification of quality and product assessment. Supplier agrees to provide product residue samples upon request. They provide immediate notification of any positive residue results.
- Grants access to Edison Mercantile On-site inspections.
- Food Safety Audit
- DUNS Number
- Product Specs
- Contact Information

NOP Organic Integrity Database Start Page



Organic Cert EXAMPLE



Product Profile / Listing EXAMPLE

### Submit to Organic Certifiers (current agent: Lynne Grayton Lynne@occert.com)

- Submit Organic Certificate & Product Profile, Specs, Proposed color label, OID check to Organic Certifier's assigned agent for review.
  - Update Edison Mercantile Product Listing.
- File confirmation email IN:
- Supplier's File: Z:\SUPPLIER DOCS
  - Z:\Organic Certifiers\6. Product listing & Labels\SUPPLIERS organic certs

### Edison Mercantile Documents

- Issue Purchase Order
  - Assign "Approves Supplier" number.
  - Stipulate "Organic" on all paperwork: PO, Receiving, Testing Submissions, Production logs, Labels, Invoices and Shipping Documents.
  - At receiving - import documentation verifies that product was not treated or fumigated with prohibited material.
  - OCCPs are established for the vulnerabilities of the high-risk fraud or loss of organic status. Mitigation measures are available during inspections.

### Complete a Renewal Process Annually

- Obtain current certificate and product list.
- Organic Integrity Database check.
- Fill out the Edison Mercantile Annual Verification Form.



Edison Mercantile Annual Supplier Verification Form