



# ORGANIC TRUST CLG

## Initial Application Form - Mushroom Production & Mushroom Substrate Production

Official Use Only	
Applicant No	
Date Application Received	
Fee Paid	
Licence Number/I.D.	

First Name	
Surname	
Position or Job Title	
Trading Name (The Name to Appear on Licence/ Certificate)	
Postal Address	
Postal Code	
Address of Production Site(s) (If different to above)	
Telephone No	
Mobile No	
Fax No	
Email Address	
Website	
Have you ever been certified by another Organic Certification Body?	Yes No
If Yes, please give the name of the Organic Certification Body?	
Date of last inspection	
Are you transferring from another Organic Certification Body?	Yes No
Please state the reason (s) for transferring to the Organic Trust CLG	
Did the previous Organic Certification Body revoke your licence?	Yes No
Please state reason (s) why your licence was revoked	

LICENCE WAS REVOKED

Your Activities and/or Enterprises		
<p>Please provide a full description of the unit and/or premises <i>please attach;</i></p> <p>a) <i>detailed site map, showing all areas of reception, organic and non-organic production, warehousing, handling and storage of all the raw materials and finished products</i></p> <p>b) <i>detailed drawing/sketch with dimensions of all proposed organic and non-organic mushroom production houses</i></p>		
<p>Please provide a full description of the activities taking place on the unit i.e.</p> <ul style="list-style-type: none"> <li>types/varieties of mushroom(s) to be produced</li> <li>method of production</li> <li>method of harvesting</li> <li>processing, packaging and labelling</li> <li>the plant and equipment involved and whether dedicated to organic production and processing</li> <li>the procedures for transport of products</li> </ul> <p><i>(Please attach a Flow Diagram - Flow Diagram should set out all of the steps in the production and/or process from intake of raw materials to output of certified organic product</i> <i>Note: the retail/wholesale pack sizes, including weights, packaging material, means of preservation and all labelling must be approved prior to use)</i></p>		
<p>Please provide a full description of the ingredients/raw materials, substrates and additives used in the production of mushrooms. <i>(please attach supporting documentation including licences/certificates and technical specifications of same)</i></p>		
<p>Are the substrates manufactured and composted on-site?</p>	Yes	No
<p>If Yes, please give details and quantities (fresh weight) of all components used in the composting processing. Refer to the requirements of 3.04.02* of the standards. <i>*Extract 3.04.02 from standards is attached</i></p>		
<p>Please list the products for which organic certification is sought <i>(please also complete and attach a Single Product Registration Sheet (SIPS) for each product containing one ingredient, and Multi-ingredient Product Registration Sheet (MIPS) for each product containing more than one ingredient - blank forms attached)</i></p>		
<p>Please detail source(s) of water used in above activities</p>		

<p>in above activity. (in the case of non-mains water supply please attach water test result(s) verifying potability)</p>	
<p>Please detail methods to control pests and diseases in the production stage.</p>	
<p>Please give details on the cleaning and hygiene procedures at all stages of production and processing. (please attach supporting documentation including technical specifications of any cleaning agents, disinfectants and/or fumigants used)</p>	
<p>Are non-organic products also produced or processed at this unit?</p>	<p>Yes No</p>
<p>If Yes, please give</p> <p>a) details of the non-organic production and or processing activities, including details on any cleaning agents, pesticides, herbicides and fungicides and any other chemicals that are or may be used at any stage of production, processing, cleaning and storage of non-organic product</p> <p>b) the procedures to ensure that organic and non-organic products are clearly identifiable and separate during production, processing, handling, storage and despatch</p> <p>c) the precautionary measures in place to prevent contamination of the organic products at all stages of production and processing.</p>	
<p>Will any part of the transport, handling, storage or processing of Certified Organic Products be sub-contracted to another operator?</p>	<p>Yes No</p>
<p>If Yes, please give details</p>	
<p>Is any part of your operation inspected by another Organic Certification Body?</p>	<p>Yes No</p>
<p>If Yes, please give details</p>	
<p>Please describe how spent compost will be disposed off?</p>	



Are you registered as a Food Business Operator (e.g. HSE, DAFF, FSAI, etc)?	Yes	No
If Yes, what competent authority are you registered with?		
Registration Number?		
Do you have a food safety management system in place?	Yes	No
If Yes, please give details <i>(please attach your HACCP plan or other Quality System Flow Chart)</i>		
Is any other Certification held e.g. BRC, ISO etc.?	Yes	No
If Yes, please give details <i>(please attach Certificate)</i>		
Are there written Standard Operating Procedures in place?	Yes	No
If Yes, are there Standard Operating Procedures specific to the processing of organic product?	Yes	No
If Yes, please give details <i>(where applicable please attach the Standard Operating Procedures associated with organic production)</i>		
Please give details of your pest control policy, procedures and products used in your operation <i>(please attach supporting documentation including technical specifications of same)</i>		
Do you own a copy of the Standards for Organic Food & Farming in Ireland?	Yes	No
Have you read and understood these standards?	Yes	No

## Declaration/Contract

- I/we have full management control of all land and enterprises detailed in this application.
- To the best of my/our knowledge, all information supplied in this application is accurate and complete.
- I/we accept the right of the Organic Trust CLG to refuse any application (following a review of the application documentation) or to refuse certification.
- I/we accept that this application may not be accepted as a single application (depending on the information submitted regarding the entity/ies to be inspected & certified). Therefore, I/we agree to comply with the requirements for certification and to supply any additional information which may be required for evaluation purposes.
- I/we accept that this application will be considered together with all the other applications that I/we make including production & processing applications.
- In instances where organic licences are held with Organic Certification Bodies other than the Organic Trust CLG, the Organic Trust CLG must have access to such entities.
- I/we accept that the Organic Trust CLG reserves the right to obtain copies of file information relating to any previously held organic or in-conversion licence(s) from the appropriate Organic Certification Body or Bodies, including a copy of the most recently issued licence.
- In the case where the control authority or control body of this operation changes, I/we undertake the transmission of the control files to the subsequent control authority or control body;
- I/we accept that exchange of information between the Organic Trust CLG and any other relevant Organic Certification Body is a mandatory requirement. This includes instances where part of the operation is sub-contracted to another operator which is certified by an Organic Certification Body other than the Organic Trust CLG.
- I/we have read and understood the Organic Food & Farming Standards in Ireland, Edition 1.
- I/we agree from date of application to perform the operations in accordance with these standards and any future amendments.
- I/we agree to notify the Organic Trust CLG of any changes to the holding and activities outlined in this application, and any changes to the contents outlined in this application.
- I/we agree where the operation is withdrawn from the control system, to inform without delay the Organic Trust CLG and the relevant competent authority.
- I/we agree where the operation is withdrawn from the control system, that the control file is kept for a period of at least five years.
- I/we agree to ensure that all staff involved in the operation are trained in the specifics of the prevailing organic standards.
- I/we agree to submit the said operation including any operations carried out by a subcontractor to inspections & spot checks by officials of the relevant competent authority and the Organic Trust CLG.
- I/we agree to abide by any conditions or sanctions imposed on my/our operation by the Organic Trust CLG, and the relevant competent authority.
- I/we accept that withdrawal of the licence in one area (e.g. production) may also result in withdrawal of the licence in all licensed areas (e.g. processing), even if these are separate legal entities.
- If the Organic Trust CLG should rescind my/our licence, we undertake to inform our buyers in writing that my/our licence has been withdrawn in order to ensure that the indications referring to the organic production method are removed from this production and will specify the period (if appropriate) of any such withdrawal in accordance with clause 1.04.12 of the Organic Food & Farming Standards in Ireland, Edition 1.
- I/we undertake not to sell any product labelled as 'organic' until organic status has been awarded by Organic Trust CLG.
- I/we recognise that the Organic Trust Symbol is the sole property of the Organic Trust CLG.
- I/we agree to inform the Organic Trust CLG without delay of any irregularity or infringement affecting the organic status of our product or organic products received from other operators or subcontractors.

Signed

Date

Applicant

Signed

Date

Applicant

**Checklist of documentation required to complete application - please ensure the following accompanies your completed application form - thank you!**

	<b>Application Fee</b> (see fee schedule in application pack)
	<b>Location Map</b> The location map must clearly indicate the exact location of the unit - also provide Sat-Nav co-ordinates if available
	<b>Site Map(s)</b> As specified on page 2 of this form
	<b>Detailed drawing/sketch with dimensions of all proposed organic and non-organic mushroom production houses</b>
	<b>Org 1 Form</b> Application to the Department of Agriculture, Food and the Marine for registration as an organic operator - i.e. completion of page 1 of the blue ORG1 Form - ROI applicants only
	<b>Your Most Recent Organic Licence and Contract</b> Only applicable to applicants which were previously certified by another Organic Certification Body
	<b>Single Product Registration Sheet (SIPS)</b> For each product containing one ingredient
	<b>Multi-ingredient Product Registration Sheet (MIPS)</b> For each product containing more than one ingredient plus GM-free certificates for all non-organic ingredients.
	<b>Suppliers Organic Certification</b> Organic Certification/Licences for all suppliers of organic certified inputs
	<b>Technical Specification Details for All Inputs</b> i.e. Ingredients, raw materials, Substrates & additives
	<b>Proposed Organic Labels (if available)</b>
	<b>Copies of other Certificates Held (if applicable)</b> BRC, ISO etc
	<b>Food Safety Management System</b> HACCP plan or other Quality System Flow Chart (if applicable)
	<b>Copies Standard Operating Procedures (if applicable)</b> i.e. only those Standard Operating Procedures associated with organic production
	<b>Pest Control Products</b> <b>Copies of technical specifications for all pest control products used</b>

Organic Trust CLG, Vernon House, 2 Vernon Avenue, Clontarf, Dublin 3, Ireland.  
Tel/Fax: +(353) 1 8530271; email: [organic@iol.ie](mailto:organic@iol.ie); website: [www.organic-trust.org](http://www.organic-trust.org)  
EU, DAFM & DEFRA Approved Organic Certification Body; Codes: IE-ORG-03 \* GB-ORG-09



## Organic Food & Farming Standards in Ireland

**Note:** Landless production i.e. crops grown in isolation from the soil, is not permitted in organic production, except in the specific circumstances outlined in these standards (e.g. mushroom production).

*Extract from standards*

### Mushroom growing houses

3.04.01 Mushroom growing houses must be dedicated to organic production

#### Substrates

3.04.02 (889.6) For production of mushrooms, substrates may be used, if they are composed only of the following components:

- (a) Farmyard manure and animal excrements, either:
  - (i) From holdings producing according to the organic production method;
  - (ii) Or referred to in **Sections 2.08 and 2.10 (889.Annex I)**, only when the product referred to in point (i) is not available; and when they do not exceed 25 % of the weight of total components of the substrate, excluding the covering material and any added water, before composting;
- (b) Products of agricultural origin, other than those referred to in point (a), from holdings producing according to organic production method;
- (c) Peat not chemically treated;
- (d) Wood, not treated with chemical products after felling;
- (e) Mineral products referred to in Annex I of Regulation 889/2008, potable water and soil.

**Note:** Any soil used in the substrate should be from organic farming origin but the resulting spent compost should, where possible, be returned to the same origin in order to ensure the sustainability of the system. Where possible, wood should be from certified organic or a certified sustainable source.