



Organic Trust CLG

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Record Book to be used by Operators Using Producer Specific Abattoirs

For The Period
01.01.2026 – 31.12.2026

Applicant Name:

Symbol No:

Applicants must ensure that they maintain their Record Book for their own files. Records must be retained by the applicant for a period of not less than 3 years and **be available at all organic inspections.**

We recommend that you keep the record book in a convenient and safe location so that it will be easy to fill in as events occur. It is your responsibility to ensure your Record Book is not misplaced or damaged.

Each operator using the services of a producer-specific abattoir/butcher/processor must ensure that an **Animal Slaughtering and Processing contract** has been signed by both the OT licensee and the proprietor/manager of the animal slaughtering/processing facility; a copy of this document, signed by all parties, must be forwarded to the OT for the applicant's file and the original maintained by the applicant.

If an applicant intends to have any multi-ingredient processed products such as burgers, sausages, rashers, ham etc processed on their behalf by the abattoir/butcher/processor, they should contact the Organic Trust for approval before proceeding with this new enterprise.

To facilitate the applicant in having compliant labels designed, a copy of the Organic Trust **labelling guideline** document is also available at the back of the record book. All labels must be approved by the Organic Trust prior to printing.

Thank you

We wish you every success in your organic endeavours during the year

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Slaughtering & Butchering Records	page 2-4
Details of the abattoir used and animals slaughtered should be recorded here.	
Single & Multi Ingredient Product Approval	page 5-6
All products produced for you by the abattoir, as well as the specific product details, should be recorded here. Every product should have its own product registration form and label approved by the Organic Trust in advance of production.	
Meat Sales	page 7-12
Details of all abattoir-produced product sales should be recorded here.	
Single-Ingredient Product Registration Form	page 13-14
This form should be completed and approved by the Organic Trust for single-ingredient products sold, e.g. single cuts of meat. <i>*Please note, a PSA is permitted to produce single-ingredient products on your behalf, but if you intend to process meat in any way, i.e. adding ingredients such as seasoning, the abattoir would require a licence in its own right. Please contact OT to discuss.</i>	
Organic Labelling – Guideline Document	page 15-19
This document outlines the various requirements of organic labelling, which should be considered when drafting your organic product labels. Please ensure all labels are approved by the Organic Trust prior to use.	
This Record Book must be maintained by the applicant, kept up-to-date and available for inspection at all times. Receipts, delivery dockets, invoices, copies of suppliers' organic licences/certificates etc. should be retained either in a folder which is kept with this Record Book or in an easily accessible filing system.	
Please note, we do not require the return of your completed PSA Record Book, however we do require a copy of each completed page, including the front page. These should be included with your completed annual renewal form.	
If you would prefer an electronic version of the Record Book, you can find this on our website or contact the office.	
If you choose a different layout or a different method of keeping records (such as a computerised record system), please ensure that all the required information contained in this Record Book is recorded under the appropriate headings.	

Slaughtering & Butchering Records

Record slaughtering & butchering details (see examples)

Name & Address of Beef Abattoir & Butchering Unit:	
Name & Address of Lamb Abattoir & Butchering Unit:	
Name & Address of Poultry Abattoir & Butchering Unit:	
Name & Address of Pig Abattoir & Butchering Unit:	

Slaughtered Livestock

Type	Tag No (s), Pig Herd No. Or Poultry Flock No.	Number Slaughtered	Slaughter Date	Carcass Weight (kg)	Butchering Date	Meat Yield* (kg)	Signed by Abattoir Operator
<i>Example 1 Beef</i>	<i>IE2225568-7-0070</i>	<i>1</i>	<i>20/02/2026</i>	<i>298kg</i>	<i>06/03/2026</i>	<i>212kg</i>	<i>Brian Butcher</i>
<i>Example 2 Pork</i>	<i>ZB888</i>	<i>2</i>	<i>09/01/2026</i>	<i>136kg</i>	<i>10/01/2026</i>	<i>95kg</i>	<i>Brian Butcher</i>

* Meat Yield Guidance Note: Lamb: Killout 45% to Max 50%; Deboning Yield 68% to Max 75%
 Cattle: Killout 50% to Max 57%; Deboning Yield 68% to Max 72%
 Pigs: Killout 75% to Max 79%; Lean Meat Yield Average of 58.5%



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Single-Ingredient Product Registration Form

(Please complete **one** SPECIFICATION FORM for **each** product which contains one ingredient only – this form only needs to be completed for products **not previously forwarded** to/approved by the Organic Trust CLG)

Company Name:	<input type="text"/>	Licence No:	<input type="text"/>
Name of Responsible Person:	<input type="text"/>		
Product/Ingredient Name:	<input type="text"/>		
Name of Organic Certification Body:	<input type="text"/>		

Checklist of documentation required to complete registration – new products/ingredients cannot be considered for registration until all the required documentation is received!

- Packaging and Labelling**
MUST be forwarded to OT for approval prior to use

- Description of Critical Control Steps**
A detailed flow diagram identifying the Critical Control Steps from raw material intake to despatch in accordance with 5.01.07 of the Organic Food and Farming Standards in Ireland – Edition 2

- Copy of the up-to-date Organic Certificate/Licence**
For organic product (supplier's organic certificate/licence)

- Copy of Third Country Import Certificate(s)/Licence(s)**
Where appropriate

Signed Date
Applicant

Signed Date
Applicant

Official Use Only

Approved Date

Organic Trust CLG

Organic Labelling – Guideline Document



Implementation of Delegated Regulation (EU) 642/2021 laying down detailed rules for the implementation of Council Regulation (EU) No 848/2018, as regards the organic production logo of the European Union

The rules on labelling for organic food are set out in Articles 30 to 33 of EU 848/2018 and Article 1 to 2 of EU 2021/642.

The use of the EU ‘Euro-Leaf’ logo for organic products is mandatory for all **pre-packaged** organic products that have been produced in any EU Member State. The organic logo of the EU can be used on a **voluntary basis on non-pre-packaged** products that originate from the EU, or on any organic products that are **imported from third countries***.

LABELLING REQUIREMENTS

All labels must contain the following elements which **MUST** be placed in **the same visual field** as the organic logo of the EU, i.e. in the **same visual field** means that the control code and origin of product can be placed either above, below, or at either side of the organic logo of the EU:

- 1) **Logos:** The Organic Trust and EU Logo – the Organic Trust logo uses Pantone 349 and the EU Logo uses Pantone Light Green 376 (*see below for exact technical requirements*)
- 2) **The code:** **IE-ORG-03** (Republic of Ireland operators)

or **XI-ORG-XXX** (Northern Ireland operators)
- 3) **Place of Origin:** See below for requirements
- 4) **The Licence No:** **xxx** if applicable, i.e. **only mandatory** in cases where the operator’s name and/or address **do not** appear on packaging, e.g. supermarket own-brand organic products)

CLARIFICATION RE PLACE OF ORIGIN REQUIREMENTS:

Place of origin for product ingredients must be clearly stated on the label – this must be placed **immediately below** the control body code number (see specific examples on **Page 4 of this document**):

- Where ingredients of agricultural origin originate from within the EU they must be labelled as '**EU Agriculture**'
- Where ingredients of agricultural origin originate from outside the EU they must be labelled as '**Non-EU Agriculture**'
- Where ingredients of agricultural origin originate from both inside and outside the EU the product must be labelled as '**EU/Non-EU Agriculture**'

The indication 'EU' or 'Non-EU' may be replaced or supplemented **by the name of a country** in the case where all agricultural raw materials of which the product is composed have been farmed in that country – this must be accompanied by the word 'agriculture', i.e. **Ireland Agriculture**.

For the 'EU' or 'Non-EU' or country of origin indication, small quantities by weight of ingredients **may be disregarded** provided that the total quantity of the disregarded ingredients **does not exceed two per cent (2%)** of the total quantity by weight of raw materials of agricultural origin.

CONDITIONS FOR USE OF EU LOGO

The organic logo of the EU shall comply with the model shown below and can be downloaded from: http://ec.europa.eu/agriculture/organic/eu-policy/logo_en Alternatively the Organic Trust have had our graphic designers formulate the EU logo and the OTL logo in various print-ready formats which are available from the Organic Trust office.

The EU have also published a '**Frequently asked questions**' document which is downloadable from: http://ec.europa.eu/agriculture/organic/files/eu-policy/logo/FAQ_logo_en.pdf



EU Logo Pantone Light Green 376, CMYK: 50 / 0 / 100 / 0 and RGB: 169 / 201 / 56 (i.e. 50% Cyan + 100% Yellow when a four colour process is used)

The organic logo of the EU can also be used in black and white, **only where it is not practicable to apply it in colour.**

If the background colour of the packaging or label is dark, the symbols may be used in negative format, using the background colour of the packaging or label.

If a symbol is used in colour on a coloured background, which makes it difficult to see, a delimiting outer line around the symbol can be used to improve contrast with the background colours.

In certain specific situations where there are indications in a single colour on the packaging, the organic logo of the EU may be used in the same colour.

The organic logo of the EU may be associated with graphical or textual elements referring to organic farming, under the condition that they do not modify or change the nature of the organic logo of the EU, nor any of the conditions mentioned in Article 32 of 848/2018. When associated to national or private logos using a green colour different from the reference colour mentioned above, the organic logo of the EU may be used in the same non-reference colour (*Organic Trust operators who wish to use the EU logo in the same pantone green as the OTL logo can apply to the Organic Trust for the specific .jpeg or .pdf file which accommodates this provision*).




The EU logo must have a height of at least 9mm and a width of at least 13.5mm; **the proportion ratio/height/width shall always be 1:1.5**. Exceptionally, the minimum size may be reduced to a height of 6mm for very small packages (prior approval from Organic Trust is required in this respect). The logo, the control body code and the origin (see examples on page 4) to be placed together in the order specified **anywhere** on the pack **provided** that they are in a conspicuous place that is easily visible, clearly legible and indelible.

The organic logo of the EU shall only be used if the product concerned is produced in accordance with the requirements of Regulation (EU) No 848/2018 and the requirements of the (EU) Regulation No 642/2021. In this regard, a product must contain at least 95 % organic ingredients to use the organic logo of the EU. The organic logo of the EU cannot be used if less than 95% of the content of agricultural ingredients of a product have been produced organically.

PRODUCTS IMPORTED FROM NON-EU COUNTRIES

The use of the EU logo is **optional** for products imported from non-EU or third countries. However, it is important to state that if an importer wishes to have the EU logo applied to products imported from non-EU countries, the importer must ensure that the products have been certified in a State or by an OCB which is recognised by the EU as applying equivalent organic standards – please contact the Organic Trust office for further clarification if required.

EXAMPLES OF LABELLING

		
<p>IE-ORG-03 EU Agriculture <i>Above example where all ingredients* produced within the EU</i></p>	<p>IE-ORG-03 Non-EU Agriculture <i>Above example where all ingredients* produced outside of EU</i></p>	<p>IE-ORG-03 EU/Non-EU Agriculture <i>Above example where ingredients* were produced both within and outside the EU</i></p>


<p>IE-ORG-03 Ireland Agriculture <i>Above example where all ingredients* were produced in Ireland</i></p>

**i.e. ingredients of agricultural origin*

* USE OF OTL/EU LOGO ON IMPORTS FROM NON-EU COUNTRIES



Exact clarification on the requirements for use of the EU logo on products imported from Third Countries has been sought from the EU – Third Country Importers should contact the Organic Trust CLG in the first instance **BEFORE** applying the EU logo or any control code/certifier name to such products.

The EU logo (when printed) must have a height of at least 9mm and a width of at least 13.5mm.

USE OF THE OTL/EU LOGO IN BLACK AND WHITE



The organic logo of the EU and the OTL logo can also be used in black and white in situations **where it is not practicable** to apply them in colour.

EXCLUSIONS

The EU logo **cannot be used** on products which lie outside the legislative scope of the EU organic regulations including:

- products of hunting and fishing of wild animals, cosmetics and textiles;
- products containing less than 95% organic ingredients
- products which are in-conversion to organic
- products for which only national or private standards apply

PRIOR APPROVAL FOR ALL LABELS

All labelling and packaging materials must be approved by the Organic Trust CLG prior to printing. In addition, **specific approval** for the use of the EU logo on products from non-EU countries (**i.e. Third Country Imports**) must be obtained from the Organic Trust CLG prior to printing.

FURTHER INFORMATION

If any operator wishes to seek clarification on any aspect of the labelling requirements, please contact Organic Trust at info@organictrust.ie or 045 882377.

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15.11.2024

