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| C:\Users\admin\Desktop\Documents\My Documents\5 Organic Trust\Organic Trust Logo\Untitled.jpg | Organic Trust CLG |
| Office A1, Town Centre House, Naas Town Centre, Naas, Co Kildare.Tel/Fax 00 353 45 882377 Email: info@organictrust.ie Website: [www.organictrust.ie](http://www.organictrust.ie) |
| Record Book to be used by Operators Using**Producer Specific Abattoirs** For The Period |
| 01.01.2024 – 31.12.2024 |
| Applicant Name: |       |  |
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| Symbol No: |       |  |
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| Conversion 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.  |
| 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.  |
| We recommend that you keep the record book in a convenient location so that it will be easy to fill in as events occur, thus reducing the work involved in completing your annual return.  |
| 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 processed products such as burgers, sausages, rashers, ham etc processed on their behalf by the abattoir/butcher/processor, in the first instance the applicant must forward a completed single ingredient or multi ingredient product registration form to the OT for approval PRIOR to the manufacture of such products – blank copies of these forms are available at the back of this record book.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 youWe wish you every success in your organic endeavours during the year  |

Reg. No. 193345 – Organic Trust CLG ∙ A Voluntary Organisation ∙ Company Limited by Guarantee

EU, DAFM & DEFRA Approved Organic Certification Body – IE-ORG-03 GB-ORG-09

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| 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 |
| *Example 1* | *IE2225568-7-0070* | *1* | *20/02/2024* | *298kg* | *06/03/2024* | *212kg* | *Brian Butcher* |
| *Beef* |
| *Example 2* | *ZB888* | *2* | *09/01/2024* | *136kg* | *10/01/2024* | *95kg* | *Brian Butcher* |
| *Pork* |
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| Single & Multi Ingredient Product Approval |
| *Please list the Single & Multi Ingredient products approved by the Organic Trust in the table below**Please retain a copy of the recipe and labels approved by the Organic Trust**Please retain a copy of the approval received for the products and associated labelling* |
| Product Type | Sales Format | Unit Size | Recipe Approval Date | Labelling Approval Date | Evidence of Approval On-File(Yes/No) |
| *Example 1* | *Pre-packed* | *400g* | *21/08/2024* | *27/08/2024* | *Yes* |
| *Organic Sausages* |
| *Example 2* | *Loose* | *Varies* | *12/09/2024* | *N/A – Loose* | *Yes* |
| *Organic Bacon* |
| *Example 3* | *Pre-packed* | *450g* | *12/09/2024* | *14/09/2024* | *Yes* |
| *Organic Burgers* |
| *Example 4* | *Pre-packed* | *450g* | *19/09/2024* | *22/09/2024* | *Yes* |
| *Organic Mince, Primal Cuts etc* |
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| Meat Sales  |
| Record Meat Sales (see example) |
| DateSold | Product(Mince, Fillet, Sausages, Burgers etc.) | Slaughter Date | Quantity(kg) | Where Sold | Invoice or Docket No. |
| *Example* | *Pork Chops* | *09/01/2024* | *8kg* | *J Blogs* | *0121* |
| *13/01/2024* |
| *Example* | *Beef Mince* | *20/02/2024* | *12kg* | *J Blogs* | *0122* |
| *23/05/2024* |
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| Meat Sales  |
| Record Meat Sales (see example) |
| DateSold | Product(Mince, Fillet, Sausages, Burgers etc.) | Slaughter Date | Quantity(kg) | Where Sold | Invoice or Docket No. |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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| --- | --- |
| Logo  Description automatically generated | Organic Trust CLG |
|  Email: info@organictrust.ie Website: [www.organictrust.ie](http://www.organictrust.ie) |
| **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: |       | Licence No: |       |  |
|  |  |  |
| Name of Responsible Person: |       |  |
|  |  |  |
| Product/Ingredient Name: |       |  |
|  |  |  |
| Name of Organic Certification Body: |       |  |
|  |  |  |
| **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 |  |  |
|  |

|  |  |
| --- | --- |
| Logo  Description automatically generated | Organic Trust CLG |
|  Email: info@organictrust.ie Website: [www.organictrust.ie](http://www.organictrust.ie)  |
| **Multi-Ingredient Product Registration Form** |
| (Please complete **one** SPECIFICATION FORM for **each** product – this form only needs to be completed for recipes/product specifications **not previously forwarded** to/approved by the Organic Trust CLG) |
|  |
| Company Name: |       | Licence No: |       |  |
|  |  |  |
| Name of Responsible Person: |       |  |
|  |  |  |
| Product Name: |       |  |
|  |  |  |
| **Recipe for above Product** |
| *The list of ingredients must clearly differentiate between organic and non-organic ingredients and the ingredients must appear in descending order by weight of input –* ***ALL*** *inputs including additives, processing aids etc.* ***MUST*** *be included.* |
| Ingredient | Quantity | % WeightOfOverall Product | OrganicOrNon-Organic | Name of Organic Certification Body(only for organic ingredients) | Up to date Organic Certificate or Licence on-file?(only for organic ingredients)⊠ | GMODeclaration(only for non-organic ingredients)⊠ |
|       |       |       |       |       | [ ]  | [ ]  |
|       |       |       |       |       | [ ]  | [ ]  |
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| **Additives** |
| *Please complete the following in relation to the additives in the product.* |
| Additive | % of Overall Recipe | GMO Declaration⊠ |
|       |       | [ ]  |
|       |       | [ ]  |
|       |       | [ ]  |

|  |
| --- |
|  **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 up-to-date Organic Certificate(s)/Licence(s)**For **All** organic ingredients in the product (supplier’s organic certificate/licence) |
| [ ]  | **Copy of Third Country Import Certificate(s)/Licence(s)**Where appropriate |
| [ ]  | **GMO Declaration**For **ALL** non-organic ingredients/additives in the product |
|  |
|  |
|  | 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.

With effect from January 1st 2022, the EU ‘Euro-Leaf’ logo for organic products will be introduced throughout the European Union. The use of the organic logo of the EU will be 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**

|  |  |  |
| --- | --- | --- |
| A picture containing chart  Description automatically generated | A picture containing chart  Description automatically generated | A picture containing chart  Description automatically generated |
| IE-ORG-03EU Agriculture*Above example where all ingredients\* produced within the EU* | IE-ORG-03Non-EU Agriculture*Above example where all ingredients\* produced outside the EU* | IE-ORG-03EU/Non-EU Agriculture*Above example where all ingredients\* produced both within and outside the EU* |

|  |
| --- |
| A picture containing chart  Description automatically generated |
| IE-ORG-03 Ireland Agriculture*Above example where all**ingredients\* were produced in**Ireland* |

***\*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 Colin Keogh at colin@organictrust.ie or 045 882377.

**Organic Trust CLG ©**

**16.11.2023**