

Processor Standard

Kootenay Mountain Grown



15th June 2008

Contents

Processor Standards	3
Responsibilities of co-processors	4
Raw materials	4
Kootenay Mountain Grown Certified Ingredients	4
Non-Kootenay Mountain Grown Ingredients	4
Livestock Products	4
Non-Kootenay Mountain Grown ingredients and Non-Organic Ingredients	5
Manufacturing facility	5
Transportation and storage	6
Cleaning and pest control	6
Record keeping and audit control	6
Audit Control	7

Processor Standards

Notice: The entire operation must be to Kootenay Mountain Grown or organic in order to qualify for consideration

Processor certification

In addition to Kootenay Mountain Grown basic requirements and procedures Kootenay Mountain Grown will certify processed food only from ingredients that are:

- a) Kootenay mountain grown, raised or produced,
- b) Certified organically grown, raised or produced,
- c) In their processing have not been treated with synthetically or artificially derived preservatives, colorings, flavourings, irradiation or any other artificial or synthetic additive.

In addition all packaging should be non-plastic, unless there is no alternative.

Processor operations must be inspected at least once with inspection occurring while the organic product is being run in order to be eligible for Kootenay Mountain Grown status.

Kootenay Mountain Grown inspects certified processors annually.

The review committee may require more frequent inspection.

Definitions

processed means cooking, baking, heating, drying, mixing, grinding, crushing, pressing, churning, separating, extracting juices or other materials, peeling, fermenting, eviscerating, preserving, dehydrating, freezing or manufacturing which materially alters the flavour, keeping quality or any other property of a food. It does not include refrigeration, or any other treatment which merely retards or accelerates the natural processes of ripening or decomposition. It also does not mean husking or water-rinsing of a food that is considered part of post harvest handling.

Processors include operations that assemble purchased or farmed ingredients and market processed products. A "co-processor" or "co-packer" does not, at any time, own the ingredients or the finished product and only performs custom processing or packaging for the processor. When used in this document, the word co-processor includes both co-processors and co-packers.

Responsibilities of co-processors

A co-processor may be certified but is not eligible to use the Kootenay Mountain Grown name or seal on any but the Kootenay Mountain Grown certified processor's certified product. Both the processor and the co-processor must meet Kootenay Mountain Grown standards, but it is the processor who is ultimately responsible for the co-processor's compliance. The co-processor must give Kootenay Mountain Grown access to plant, facilities and all pertinent audit documents at any reasonable time, without prior notice, whenever such access is requested. The co-processor is not obligated to pay an assessment. The processor is responsible for all fees. A co-processor may choose to be certified independently of the processor, and is subject to all the rights and responsibilities of a Kootenay Mountain Grown processor. Co-processors certified independently of processors are responsible for all fees.

Raw materials

Kootenay Mountain Grown Certified Ingredients

The ingredients of a Kootenay Mountain Grown certified processed product must be Kootenay Mountain Grown or organically grown and certified. Copies of Kootenay Mountain Grown grower certificates for raw materials must be placed on file at the time of purchase as part of the manufacturer's audit.

Non-Kootenay Mountain Grown Ingredients.

Certificates from other certifying organizations will be accepted if one of two conditions are met:

- 1) a committee comprised of the Review Committee (or alternate in the event of conflict of interest), and Kootenay Mountain Grown staff agree to recognize the certifier as compatible;
- 2) a review of full documentation by Kootenay Mountain Grown indicates the ingredient was grown in accordance with Kootenay Mountain Grown standards.

Livestock Products

Meat and dairy products must be produced in accordance with Kootenay Mountain Grown or organic standards.

Kootenay Mountain Grown meat cannot come in contact with non-organic meat.

Water

Water is a non-certifiable organic ingredient. All water used in processing, either as an ingredient or as a processing aid, must be noted in the manufacturer's audit. Water used in processing must meet the Safe Drinking Water standards. For products where water is in contact with foods or where water is listed as an ingredient, Kootenay Mountain Grown must have an analysis of potential contaminants as required by the Safe Drinking Water standards.

Non-Kootenay Mountain Grown ingredients and Non-Organic Ingredients.

None are allowed unless listed below.

Kootenay Mountain Grown allows the following items from a nonorganic source in Kootenay Mountain Grown processed food from non-GMO sources:

1. Natural organic acids. Includes acetic, ascorbic, citric, malic and tartaric acids.
2. Plant-derived gums. Includes carob bean, acacia, locust bean and xanthum gums.
3. Leavenings and anti-caking agents. Includes calcium carbonate (limestone), calcium phosphate, magnesium carbonate (dolomite), sodium carbonate and bicarbonate (baking soda).
4. Enzymes.
5. Pectin.
6. Mineral Salts. Includes sea salt, sodium, calcium, magnesium and potassium chlorides; potassium iodide; calcium, iron and magnesium sulphates. May exceed 5% by weight.
7. Seaweed and seaweed extracts. Includes agar, alginates, carrageen, kombu, nori.
8. Yeast.

Ingredients may be added to or deleted from this list by review and recommendation of the Review Committee.

Residue Testing

All ingredients in a Kootenay Mountain Grown product may be tested for residues as required by the Review Committee or Kootenay Mountain Grown sampling protocol. The Review Committee may also require residue tests for processing aids, fumigants and additives. Residue test results must fall within the guidelines of no pesticide residue in excess of 5% of CFIA allowable levels.

Manufacturing facility

In order to be certified Kootenay Mountain Grown, the processor must demonstrate compliance with all applicable Provincial and Federal food processing requirements. If appropriate, a current permit from the CFIA or equivalent agency must be on file. In addition to meeting all Provincial and Federal food manufacturing standards, the processor of Kootenay Mountain Grown foods must submit a complete description of the processing method. This description should detail how all ingredients are handled, processed, and ultimately packaged. It should detail each machine, its ability to be thoroughly cleaned, the introduction of all ingredients, including water, into the product, packaging procedures and cleanup procedures.

The manufacturer needs to demonstrate that once packaged, the product has not been contaminated by any step in the process. Manufacturers must be aware of possible contamination by various forms of packaging. For example, no packaging film that acts as a preservative is allowed. Periodic residue testing of the entire product after packaging may be required.

A drawing of the facility that is labelled with the purpose of each room where certified product is processed or held must be submitted with the application for certification.

Transportation and storage

All reasonable precautions must be made to avoid contamination from, or confusion with, a non-Kootenay Mountain Grown or organic substance in the transportation and storage of raw ingredients, intermediate and finished products. When contamination occurs, the product may no longer be labelled Kootenay Mountain Grown. No prohibited materials can be used for insect and rodent management in areas with stored Kootenay Mountain Grown products. Prohibited materials must not be used in vessels that contain Kootenay Mountain Grown ingredients or finished products.

Cleaning and pest control

All reasonable precautions must be made to avoid contamination of organically grown or approved non-organic products by synthetically formulated compounds for cleaning storage areas and pest control.

Sanitation

Kootenay Mountain Grown recognizes that the Federal Food and Provincial Health and Safety Codes requires sanitation procedures for food processors. Kootenay Mountain Grown Certified Food Processors are expected to follow Good Manufacturing Practices (GMPs) for their processed products. The processor must take adequate steps to eliminate sanitizer residues and must use the least environmentally damaging products available.

Pest Control

The Kootenay Mountain Grown prohibits the use of synthetic pesticides in Kootenay Mountain Grown food production. Fumigants, fogs and other aerial application of pesticides cannot be applied to processing, storage and transportation facilities when Kootenay Mountain Grown ingredients or products are present.

Record keeping and audit control

Minimum Requirements

Kootenay Mountain Grown requires that processors maintain a complete audit trail. The processor must maintain these records for a minimum of three years from the date on which

the food is sold. Processors must make this information available to Kootenay Mountain Grown and its authorized agents upon request. This includes, but is not limited to receipts, invoices, and written or computer stored records of organic ingredients, intermediate and finished processed products. Specifically, Kootenay Mountain Grown requires:

- a) The names, addresses of Kootenay Mountain Grown suppliers and others and, if applicable, the organic registration numbers of all suppliers of organic food.
- b) Invoices for each shipment from the supplier of food must state that the food may be sold as Kootenay Mountain Grown or organic.
- c) If the food is Kootenay Mountain Grown certified, the processor must have current Kootenay Mountain Grown certificates on file.
- d) If the food is not Kootenay Mountain Grown certified, the processor must have on file separate written documentation from a certification organization that the food is certified.
- e) Documentation of all substances applied to the food or used in its processing, all substances applied to the food while in the control of the processor, and all substances applied in or around any area where the food is kept, including the quantity of substances applied and the date of each application. All substances shall be identified by brand name, if any, and by source.
- f) The name, address and, if applicable, the organic registration numbers of all handlers, processors, or retailers to whom the food is sold or otherwise transferred, the quantity transferred and the date of the transaction.

Audit Control

Processors must maintain a complete audit trail for all Kootenay Mountain Grown or organically processed food. In single ingredient foods, a batch numbering system may be adequate. In multi-ingredient foods, the audit system must include both organic and non-organic ingredients.

Manufacturers must periodically demonstrate that sales of organically processed products match the purchase of organic products purchased.

The audit trail should be complete enough to immediately trace any product suspected of contamination from point of origin to the processor's customer.