106 School Street
Suite 201
Spring Mills, PA 16875

PHONE 814-422-0251
FAX 814-422-0255
paorganic.org

Materials Used Form

INSTRUCTIONS FOR ALL OPERATIONS:
- Complete this form and return it with your Organic System Plan (New Applicants) or Annual Update (Existing Operations) – as applicable. See below for additional instructions.
- If you would like PCO to review a material not found on the PCO materials list, include copies of labels. Do NOT submit labels for products already on the PCO list.
- If you are unsure if a material is approved, contact PCO.
- If you have additional materials to add after submitting this form to PCO, send the information to us as soon as possible. Inputs must be approved before use. Waiting until your inspection could significantly delay your certification or result in compliance actions.
- If you have more materials than will fit on this form, please duplicate this form as many times as needed to list all of your materials.

FOR RENEWING OPERATIONS SUBMITTING ANNUAL UPDATES:
On this form, only include NEW products you plan to use in the next 12 months. PCO will review them for use. Providing complete information for each specific material will speed up the review of your file. See below for materials that DO NOT need to be submitted based on each scope of certification.

FOR NEW APPLICANTS OR RENEWING CLIENTS WITH NEW PRODUCTS:
- **For All (Facility Materials):** List cleaners/sanitizers and pest control materials used in your facilities (e.g. greenhouses, packing shed, barns, milk house, processing plant). For each cleaner/sanitizer used in organic production areas with product contact (e.g. tables), please note if it is followed by a rinse. Do not include the following:
    - Hand soaps, hand sanitizers, and hand dips
    - Maintenance Materials (e.g. caulking, insulation, greasing for equipment with no direct contact with organic products, paint, whitewash)
    - Freezer floor walk grips or deicers
    - Construction materials (e.g. asphalt, concrete, epoxies, floor sealants, paints, silicones, pipe cleaners and glues, and galvanized metal used as building material or nails)
    - Packaging and storage container materials
    - Mechanical pest control devices (including common food items used for bait such as peanut butter)
    - Cleaners/Sanitizers used in the following locations:
        - Non-processing area cleaning inputs (e.g. bathrooms, offices)
        - In organic production area but with no product contact (e.g. floor, window, drain, and sewage line cleaners/sanitizers, etc.))
    - Testing equipment/tools (e.g. pH, ammonia, quat test strips)
    - Employee/visitor human footbaths for sanitation (excluding quats). All quat materials must be submitted.

INSTRUCTIONS FOR NEW APPLICANTS OR RENEWING CLIENTS WITH NEW PRODUCTS (Continued):

- **For Crops:** List all materials used on land/crops requested for certification in the last 36 months and those planned for use in the next 12 months. Do not include the following:
  - Untreated seeds (seed treatments must be listed)
  - Grafting equipment (e.g. clips, tape, bands)
  - Blast media for utility exploration
  - Pots and other nonbiodegradable poly materials / equipment (e.g. woven pots)
  - Silage bags and covers
  - Tomato cages
  - Polyester mesh bags for washing greens

- **For Livestock:** List all feed supplements, minerals, teat dips, and health care products you use for livestock (including vaccinations, boluses, drenches, herbal treatments, and homeopathic treatments). Also include topical pest control products and prohibited substances used for emergency treatments. Only list products that will be used once the organic transition of animals has started. Do not include the following:
  - Medical devices/tools (e.g. surgical instruments, magnets, teat dilators, CMT mastitis tests, eye patches, hoof block, etc.)
  - Marking paint and back tags
  - Lubricants for medical boluses or artificial insemination
  - Anti-suck rings

- **For Processors:** List all materials used in your processing facility FOR ORGANIC PRODUCTION, including boiler chemicals. Do not include the following:
  - Ingredients of your processed products. They are to be listed on the Master Ingredient List and Formulation Sheet (if applicable).
  - Marking ink on food
  - Reverse Osmosis Technology
  - Hard plastic or metal molds
  - Filters (food-grade filters that only act as a physical barrier)
  - Desiccants (e.g. silica gel packets, absorbent pads)
  - Packaging
  - Cheese wax (if removed prior to consumption)

Using a product without prior approval from PCO may jeopardize your organic status.

Farm or Business Name: _____   **Today's Date:** _____

Input / Material Name (as listed on label)	Manufacturer Name (as listed on label) and Contact Information (address, email, phone)	Scope of Use	Location of Use	Details of Use (what you use it for, how you use it, etc.)	Rinsed? (for cleaners or sanitizers)	Currently in Use?
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No

Input / Material Name (as listed on label)	Manufacturer Name (as listed on label) **and Contact Information** (address, email, phone)	Scope of Use	Location of Use	Details of Use (what you use it for, how you use it, etc.)	Rinsed? (for cleaners or sanitizers)	Currently in Use?
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No

Input / Material Name (as listed on label)	Manufacturer Name (as listed on label) and Contact Information (address, email, phone)	Scope of Use	Location of Use	Details of Use (what you use it for, how you use it, etc.)	Rinsed? (for cleaners or sanitizers)	Currently in Use?
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No

Input / Material Name (as listed on label)	Manufacturer Name (as listed on label) and Contact Information (address, email, phone)	Scope of Use	Location of Use	Details of Use (what you use it for, how you use it, etc.)	Rinsed? (for cleaners or sanitizers)	Currently in Use?
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No
		☐ Crops ☐ Livestock ☐ Processing ☐ Facility			☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No