



New Mexico Department of Agriculture Organic Program **Organic Product Label Checklist**

- Use this checklist internally **before** submitting your organic product labels.
 - No labels will be approved until **all** issues are addressed.
 - NMDA is **not** responsible for noncompliant labels.
- All organic ingredients in the **ingredient list** must be identified either with “organic” preceding each ingredient or marked with an asterisk (or other reference mark), which is defined below the ingredient statement to indicate the ingredient is organic thus: ** organic* .
- Please note: water or salt may not be identified as organic. Salt must be free from unapproved or synthetic additives. Nonagricultural ingredients such as vitamins, minerals, baking powder, etc must be approved by NMDA and may not be identified as organic.*
- The statement “**Certified Organic by New Mexico Department of Agriculture**” must appear immediately below your contact information (address, website, etc).
- The label must correspond to the **Product Profile**: product name, ingredients and names of ingredients must match.
- Product composition (weight/volume) must be accurate and total of all ingredients (including water & salt) must add up to 100% in **Percent of Finished Product** column (*please refer to “Product Profile” sample below*).
- **Percentage of Organic Ingredients** must be accurate. Remember to exclude water & salt (*please refer to “Product Profile” sample below*).

- There must be some sort of **tracking/lot code** (UPC, date code, etc) that enables trace-back of the product to its manufacture. *Please note: this may appear on the label or on a separate sticker, the lid, shrink-wrap, etc.*
- The **USDA Organic seal** is not required but, if used, must not be altered in any form.
- The **NMDA Organic seal** is not required but, if used, must not be altered in any form and must not be larger than the USDA Organic seal.
- The label category “**100% Organic**” is NOT equivalent to using only certified organic ingredients in a product’s formula. A “100% Organic” product must contain (excluding water and salt) ingredients that are themselves certified “100% Organic”. Therefore, each ingredient’s organic certification documents must state each ingredient is “100% organic”. Please speak to us for more details.
- If used, non-organic **natural flavors** must be verified as not derived from GMO sources, not produced using sewage sludge and not irradiated. This documentation must be submitted for review prior to approval of natural flavors.

These are the **basic** requirements for organic labeling Please note that additional standards apply with the use of processing aids, packaging aids and nonorganic agricultural ingredients, and for products labeled “*Made with [organic ingredients]*”; products destined for Canada, the EU & Asia; and products that contain less than 70% organic ingredients.

Please contact NMDA for details.

Brett Bakker bbakker@nmda.nmsu.edu 505.841.9422

Michael Diaz mdiaz@nmda.nmsu.edu 505.577.7829



PRODUCT PROFILE



Complete one form for **each** organic product.

BUSINESS NAME: <input type="text"/>									
PRODUCT NAME exactly <input type="text"/> as it appears on the label.									
Product Labeling Category: <input type="checkbox"/> 100% Organic (every ingredient is Certified 100% Organic) <input type="checkbox"/> Organic (contains at least 95% Certified Organic ingredients) <input type="checkbox"/> Made with organic ingredients (contains 70-95% Certified Organic Ingredients)									
INGREDIENTS									
Ingredient (Include Additives)	Supplier/Manufacturer <i>If more than one supplier for same ingredient, list both separately</i>	Organic (✓)	Certifying Agency of Organic Ingredient	Have you verified (✓) that nonorganic ingredients are not produced with any of the following:			Weight or Volume	% of Finished Product	
				Excluded Methods (GMOs)	Sewage Sludge	Ionizing Radiation			
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<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
A. Weight of Organic Ingredients: <input type="text"/>		B. Total Weight of Formula: <input type="text"/> (Excluding water and salt)		C. Percent of Organic Ingredients: <input type="text"/> (A – B) x 100					
PROCESSING AIDS (1) Substance added to a food during processing but is removed in some manner before the food is packaged in its finished form (2) substance added to a food during processing, is converted into constituents normally present in the food, and does not significantly increase amount of the constituents naturally found in the food; and (3) substance added to a food for its technical or functional effect in the processing but is present in the finished food at insignificant levels and does not have any technical or functional effect in that food.									
Processing Aid	Organic	Non-Organic	Is the processing aid on the National List (205.605)?		Supplier/Manufacturer Name	Application & Use			
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="text"/>	<input type="text"/>			
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="text"/>	<input type="text"/>			