

Independent Organic Inspectors Association  
announces publication of the Second Edition

# IOIA ORGANIC INSPECTION MANUAL

The second edition of the **IOIA Organic Inspection Manual** is now available. Compiled by Jim Riddle and Joyce Ford, the manual is a valuable reference for organic inspectors, certifiers, government regulators, organic farmers, processors, handlers, retailers and consumers. The Manual is being produced with support from the Federal-State Market Improvement Program of the USDA's Agricultural Marketing Service, in cooperation with the Idaho Department of Agriculture. The Manual is divided into five sections:

**Section I** gives an introduction to the organic industry, certification process, organic standards, and additional inspection requirements for EU. It provides an inspector job description, the IOIA Code of Ethics, Code of Conduct and apprenticeship guidelines, as well as a discussion of inspector preparation and report writing.

**Section II** contains detailed guides for the inspection of organic crops and the completion of narrative inspection reports. It includes an explanation and examples of the organic farm audit trail. It concludes with discussions of risk assessment, on-farm processing, investigative skills and the inspection of community grower groups.

**Section III** provides a guide for the inspection of organic livestock (slaughter and dairy), and poultry operations, and comprehensive livestock inspection reports. It also contains information on livestock nutrient requirements and health indicators.

**Section IV** is a guide for the inspection of processing facilities. It explains basic audit trail principles with exercises for sample audits and balance sheets. The section discusses boiler additives, processing aids, facility sanitation and structural pest management. It presents an explanation of HACCP and the identification of Organic Control Points. It concludes with a guide for writing complete process inspection reports.

**Section V** contains a weight conversion table for various commodities, livestock nutrient tables, dairy ration worksheet, and a comprehensive guide to resources and publications available to organic inspectors and other resource information.

*If you wish to order a copy, please complete and return this order form.*

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The price of the Manual is \$50.00 US for non-IOIA members, \$35.00 US for IOIA members. Please send \_\_\_\_\_ (# of copies). Total enclosed \$ \_\_\_\_\_

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# Independent Organic Inspectors Association

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*Presentation  
by Jim R.*

## PRESS RELEASE: STANDARDIZED CERTIFICATION FORMS PUBLISHED

January 31, 1999

The Independent Organic Inspectors Association (IOIA) today announced publication of standardized Organic Certification Form Templates. The comprehensive templates were designed by a working group comprised of representatives of the IOIA, the Organic Certifiers Council (OCC) and other organic industry experts. The templates represent the culmination of work conducted under Federal State Market Improvement Program Grant # 12-25-G-0202, administered by the Idaho Department of Agriculture.

When IOIA was organized in 1991, the certification sector asked the inspectors to help create standardized forms as a top priority. While IOIA has focused on other projects in the interim, the forms project has remained a priority. Through the leadership of Joyce E. Ford and James A. Riddle, project directors, the standardized form templates are now a reality.

The forms were designed to bring consistency and professionalism to the organic certification process and to facilitate the accreditation of organic certification agencies.

To initiate the project, complete certification and inspection form packets were received from 30 different certification agencies. Of the 30 participating agencies, 8 are State certification programs, 3 are located outside of the USA, and 11 operate international certification programs. A database was constructed to analyze the types of information collected by all of the agencies. Exemplary forms and concepts were earmarked for use as templates.

Certification agency standards, IFOAM Basic Standards, Codex Guidelines, the Organic Foods Production Act of 1990 and recommendations of the National Organic Standards Board were all taken into consideration to determine the types of information to be gathered during the certification process.

Templates are presented for the following categories: Organic Certification - General; Crop Certification; Livestock Certification; and Processor/Handler Certification. The templates include standardized certification contracts, organic certificates, applicant questionnaires, re-certification short forms, inspection affidavits and inspection reports.

The templates may be used by certification agencies and inspectors to upgrade their current forms. They may be used by accreditation and regulatory bodies to assess existing forms used by certifiers. They may also be used by organic education and development agencies to assist in the creation of regional certification programs. The forms are available in print and electronically as Word 7.0 documents (IBM compatible).

Copies of the Organic Certification Form Templates and an accompanying disc are available for \$50.00/set (\$35.00/set for IOIA members) from IOIA, P.O. Box 6, Broadus, Montana, USA, 59317, ph/fax: (406) 436-2031, email: ioia@mcn.net.