

Instructions for Processor Form #2 – Processing Record
Complete one line for each organic commodity being or to be processed

1. Commodity Number

Indicate the number assigned to the commodity as listed on the Commodity Code List included in the registration packet.

2. Commodity Name

Indicate the crop(s) commodity name or the category of use for livestock as listed on the Commodity Code List included in the registration packet.

3. Site ID/Name

A name or number used to identify the site/facility listed. Use the same ID/Name used on the Site Profile (ORG 100-SP). Multiple Site IDs/Names may be listed for each commodity.

4. Gross Sales

(New registrants) Project sales for the 12 months following the date of registration. If there are no sales for a commodity, indicate zero in the gross sales column with an explanation of why there are no sales (i.e. young trees, no crop).

(Amended registrations) Project sales for the current month until the expiration date of the current registration.

(Renewals) Indicate the gross sales amount per commodity for the past 12 months. (Example: Registration expiration date is 05/01/2013 so list gross sales for 05/01/2012 – 04/30/2013)

Gross Sales must be listed separately for each commodity. No “lump sum” will be accepted.

Each Gross Sales amount must be listed with a specific number. No ranges will be accepted. (Examples of incorrect gross sales entries that will not be accepted: ranges = \$5,000 - \$10,000 or \$25,000,001+)

5. Raw or Finished

Please indicate whether the commodity you are registering is raw or finished. The term "raw agricultural commodity" is defined by 21 USCS § 321 as any food in its raw or natural state, including all fruits that are washed, colored, or otherwise treated in their unpeeled natural form prior to marketing. A finished agricultural commodity is any agricultural product that is not in its natural state.

6. <70% Multi-Ingredient

Indicate whether or not the commodity listed is composed of more than 70 percent of organically produced ingredients.