



Food Formulation Sheet

Important:

- If you are a Multi-Ingredient Food Manufacturer, please fill out this form for EACH of the multi-ingredient products you are requesting for certification. This form does not need to be completed for single ingredient products.
- Ensure that you also fill out a Master Product List and Master Ingredient List.
- The ingredient names listed on this form must exactly match either the name listed on the supplier's organic certificate or product addendum, or the specification sheet supplied for non-organic ingredients.
- If the ingredient you obtain is itself multi-ingredient, list the name of the complete ingredient you are using, and attach a specification sheet listing the sub-ingredients. Do not list sub-ingredients on this form.
- PCO must review and approve all Formulation Sheets to certify your products.

Instructions:

1. To determine the appropriate labeling category for your organic product, PCO must review your organic product composition. Use the table below to document the ingredient information for your organic product and calculate the total percentage of organic content in the product requested for certification.
2. Agricultural products may be certified to one of the following labeling categories by PCO:
 - a. **"100% Organic"**—Must contain (by weight or fluid volume, excluding water and salt) 100% organically produced raw or processed agricultural product.
 - b. **"Organic"**—Must contain (by weight or fluid volume, excluding water and salt) not less than 95% organically produced raw or processed agricultural products. Any remaining ingredients must be organically produced, unless not commercially available in organic form, or must be non-agricultural substances or non-organically produced agricultural products that comply with section 205.600 of the National List.
 - c. **"Made with organic ingredients"**—Must contain (by weight or fluid volume, excluding water and salt) at least 70% organically produced ingredients. Any remaining non-agricultural ingredients must be listed at 205.605. No ingredients may be produced using excluded methods (GMO's), sewage sludge or ionizing radiation.
3. Organic composition must be calculated based on content at formulation. Water and salt added as ingredients at formulation do not affect your organic %, and are excluded from the composition calculation. Do not list water and salt as ingredients in the table below. If used, details about salt and/or water must be listed in the designated spaces below. Also, do not list processing aids as they are not ingredients and should not be included in the composition calculation. List all processing aids on the Master Ingredient List.
4. To calculate the percentage of the ingredient in your formula, take the weight/volume of your ingredient and divide it by the total weight/volume of your product (excluding water and salt) at formulation. Use consistent units for the calculation and for each ingredient included in your product.
5. The percentage of organic content of an organic ingredient is determined by the labeling category of the ingredient as stated on the supplier's organic certificate. If the ingredient is certified "100% organic" it contributes 100% organic content, if certified "organic" it contributes 95%, if certified "made with organic" it contributes 70%. Non-organic ingredients contribute 0% organic content. You may only indicate a higher percentage of organic content for any ingredient if you submit additional information from the supplier's organic certifier confirming the higher percentage.
6. White cells indicate where data may be entered. Do not enter values in Red Cells; they will automatically calculate.

