

Documents and information is required for inspection and certification of organic wild collection

Principles

- ✓ The collection should take place in well - defined areas
- ✓ The collection area should not have been treated for at least 3 years with:
 - > Pesticides
 - > Fertilizers
 - > GMO
- ✓ The area should be distant enough from contamination sources such as:
 - > Intensive agriculture
 - > Industry
 - > Main road ways
 - > Garbage depots
- ✓ All necessary measures should be taken during collection to assure sustainability, so that it is possible to collect the plants during the next several decades without endangering their population.
- ✓ Protection of plant species population:
The interference with ecosystem should be minimal. Regeneration of collected species should be ensured, no endangered species should be collected:
 - > The collected species should not be treated agriculturally (cutting of branches for plant regeneration)
 - > Collecting should be done according to particular methods (blueberries should not be picked using combs, no branches of trees or bushes may be cut).
 - > Sustainability of collection should be guaranteed by correct rotation plan to ensure natural regeneration of plant population and constant monitoring of population density.
 - > There should be only partial collection of roots (only 30% of population plants and only those in crop - rotation from 5 years)
 - > No more than 70% of one plant population may be collected.
 - > No more than 70% of the parts of one plant may be collected.
- ✓ There should be no damage to the ecosystem:
 - > No other species should be disturbed save for the collected ones (animal or plant species)
 - > No collection should be done in bird reproduction areas
 - > No other plant should be picked save for the collected ones
- ✓ Collectors training:
 - > Collectors should be well trained in accordance with the requirements.
 - > The criteria for collection of all plants should be given and explained to all collectors.

Documentation to be presented during inspection:

Collection License - obligatory!

- > Red Book of endangered species in the area - copy.
- > Information about area ownership and presence of farms/ settlement
- > Details about contamination sources in the area as well as agricultural production in and around the collection area
- > Confirmation from the owners of land that no pesticides, fertilizers and GMO have been used in the collection area (during the last 3 years and in future)
- > Maps of the collection area (scale 1:50000 and cadastral maps) including indications of distance to contamination sources
- > Habitat description in the collection area and collection potential of each plant (may be filled in during inspection)

Collection organization:

- > Organizational structure of the company/ organigram
- > Specification of collected plants, botanic names included
- > Detailed description of the collection system, collection period, collection methods and intensity (for long term sustainability, period of second collection, "crop- rotation", etc.).
- > Collection responsibility, collectors supervision (in regard of collection criteria, allowed quantities etc.)
- > Updated collectors list, including addresses and code numbers
- > Updated list of all collection areas
- > Information about collectors training - instructions book signed by all collectors and collectors' contracts
- > Information about other companies collecting in the area (if any)

Purchasing and processing:

- > Description of the product flow including all stages in it (from collection to marketing) with the corresponding activities, responsibilities, documentation, labeling;
- > Details about own or contracted processing (drying, cleaning, extraction) and all stages of processing including corresponding ingredients used;

Full documentation for all stages of product flow:

- > Documentation concerning collection activities and collected quantities
- > Purchase documentation (for deliveries by the collectors)
- > Documentation about incoming and outgoing goods, transportation, processing, storage and marketing
- > Correct separation from non-certified activities should be guaranteed throughout the entire product flow

Marketing:

- > Document all sales (local and export) with delivery documents and invoices
- > Apply for export certificates at EC and keep copies of the export certificates for the next inspection.

In addition operator shall:

- Keep a record of all complaints made known to the supplier to a products compliance with requirements of the relevant Standard and to make these records available to the certification body when requested
- Take an appropriate action with respect such complaints and any deficiencies found in products or Services that affect compliance with the requirement for the certification
- Document the action taken
- Paid the fee on time
- To take all corrective measures