

Conditions of Order and Supply – COOS

1. Product Approval

OHTC work on the basis of batch sample approval prior to shipment. Batch specific samples can be arranged by:

- an independent third party, or
- the supplier strictly in accordance with Sampling method (Annex 1), or
- OHTC's approved agent.

On reception, the batch specific sample will go through the following two-step procedure: i) organoleptic assessment and ii) lab analysis. The batch sample approval procedure will take a maximum of 15 working days from sample reception. If the batch sample meets OHTC's Technical requirements (as per specification where available or as per point 2 combined with Annex 2), a Purchase Order is confirmed and goods can be dispatched.

2. Organoleptic and Analysis

<i>Organoleptic Assessment:</i>	Size - <i>Tea Bag Cut</i> : target 2mm, 0.75mm – 1mm <3%, 1 – 2.5mm >94%, 2.5 – 2.75mm <3%, <i>Powders</i> : 200µm to 500µm Flavour and odour – fresh, typical for species, not musty, no rancid notes, no taint Colour – typical for species, not dull	
<i>Moisture:</i>	≤12% Herb, root, seed and flowers ≤6% Vegetable powders ≤16% Fruits	
<i>Foreign matter:</i>	Animal material (insects, feathers, bone, faecal matter etc) Extraneous plant matter (parts of the plant that should not be present) Foreign bodies (plastic, metal, glass, twine etc Allergenic plant matter (for example peanuts and derivatives, sesame, celery, mustard) Ash Chemical taint (packaging migration, mineral oils)	Nil <2% Nil Nil <6% Nil
<i>Microbiology:</i> Total viable colonies E coli Salmonella Enterobacteriaceae Yeasts & Moulds	Levels must not exceed the following (cfu/g) for: <i>Culinary and infusion products</i> 1.0 x 10 ⁷ <10 cfu/g (need actual count on report) Nil in 25g 1.0 x 10 ⁴ 1.0 x 10 ⁵	<i>Powders</i> 1.0 x 10 ⁵ absent in 1g Nil in 25g 1.0 x 10 ⁴ 1.0 x 10 ⁴
	Pesticides: 0.010mg/kg with 50% analytical variance (up to 0.02mg/kg) Not more than 2 different pesticides detected. The analytical variance value is not taken into account for multiple residues (more than 2). Note: For processed products that are diluted or concentrated during processing (by dehydration, extraction, pressing or other processes), the calculation must be converted to reflect the original fresh product.	
<i>Heavy metals:</i>	Arsenic <5mg/kg, Cadmium <0.3mg/kg, Lead <3mg/kg, Mercury <0.1mg/kg	
<i>PA's:</i>	Levels of Pyrrolizidine alkaloids must not exceed Sum BfR (28 PA) 0.160mg/kg	
<i>PAH's:</i>	Limit value for Polyaromatic hydrocarbons according Regulation 1882/2006 is 10 µg/kg for Benzo(a)pyrene and 50 µg/kg for the sum of Benzo(a)pyrene, Benz(a)anthracene, Benzo(b)fluoranthene und Chrysen).	
<i>Aflatoxin, Ochratoxin A, Artificial Colourants and Essential Oils</i> requirements are available on a product by product basis in Annex 2.		

3. Supplier Approval

OHTC work on the basis of an initial trial order with any new supplier. Potential new suppliers are required to provide the following before the first trial order: i) organic certificate and other relevant certifications, and ii) signed COOS, iii) SAQ (Annex 3) and/or iv) site audit. In line with BRC, all suppliers are rated on an ongoing basis according to their performance and may be red listed if non-conformities are not re-dressed.

4. Return Policy

OHTC reserve the right to reject goods within 15 working days after delivery when goods fail to meet agreed technical requirements. Further details are available in Annex 4.

5. Payment

OHTC will agree payment terms with each supplier in writing and suppliers will be paid according to terms. Invoices must be emailed to Heather@organicherbtrading.com.

6. Packaging

- a. Individual packages must not exceed 25kg net weight without prior approval. Maximum carton size 50cm x 80 cm x 30cm.
- b. Packaging must include a food grade, coloured water vapour barrier membrane e.g. polythene lined paper sack/polythene liner in polyweave sack/polythene liner in carton. Metal foil packaging may be acceptable for certain products with advance notice.
- c. Metal staples or wire ties must not be present.
- d. Product packages must be separated from timber pallets by clean layer pads.
- e. Allergenic goods such as mustard and celery must also be supplied in double ply outer sacks and clearly labelled.

7. Labelling/Marking

Each package must bear the following:

- a. Name and address of supplier
- b. Organic Certification Body and licence number *
- c. Unique batch number
- d. Net weight
- e. "Organic"* followed by full name of product, and fair certification references where appropriate
- f. Country of origin

** not required for non-organic products*

8. Dispatch/Delivery:

- a. Goods must be accompanied by a dispatch/delivery note and an invoice. Both documents must describe goods as organic, detail batch codes and identify country of origin where the product has not been grown in the country from which it is being supplied.
- b. Agreed dispatch/delivery dates must be adhered to.
- c. Goods dispatched from outside the UK must be accompanied with the appropriate EUR1 and/or GSP documents.
- d. A copy of the transaction-specific certificate of inspection (COI) endorsed by your certifier must be sent to Nicola@organicherbtrading.com upon shipment. The original COI must be sent via courier to the same address and must arrive before the consignment lands in the UK.
- e. Deliveries must be made to our warehouse at Lowmoor Industrial Estate, TA21 0AZ unless an alternative address is agreed in writing in advance. Vehicles exceeding 18MT/35ft cannot access our site at Milverton, TA4 1ND.

Please check each box to confirm that you have read, completed and understood the Annexes, where relevant:

- | | |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Annex 1 – Sampling methods | <input type="checkbox"/> Annex 2 – Aflatoxin, Ochratoxin A, Artificial Colourants and Essential Oils |
| <input type="checkbox"/> Annex 3 – Self-Audit Questionnaire | <input type="checkbox"/> Annex 4 – Return Policy |
| <input type="checkbox"/> Annex 5 – Allergens declaration | |

Please sign and return this document as acknowledgement of its receipt and your ability to comply with its conditions.

Company Name:

Date and Company Stamp:

Completed By:

Signature: