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## Module 2

### Glossary of Terms

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This document replaces the BIO-GRO New Zealand Organic Standards, 30 April 2001: Annex 1.

The reasons for change are:

- regular review required under IFOAM accreditation;
- incorporation of notified changes since the 30 April 2001 Standards were published;
- incorporation of other changes required for ongoing compliance with the IFOAM Basic Standards, the NZFSA OOAP, and overseas market regulations;
- organic production systems are continuously evolving.

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# 1 Glossary of Terms

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**Acts and Regulations** – references to “Acts” or “Regulations” mean New Zealand Statutes or Regulations.

**Agricultural Compound** – means any substance, mixture of substances, or biological compound, used or intended for use in the direct management of plants and animals, or to be applied to the land, place, or water on or in which the plants and animals are managed, for the purposes of:

- a. Managing or eradicating pests, including vertebrate pests; or
- b. Maintaining, promoting, or regulating plant or animal productivity and performance or reproduction; or
- c. Fulfilling special nutritional requirements; or
- d. The manipulation, capture, or immobilisation of animals; or
- e. Diagnosing the condition of animals; or
- f. Preventing or treating conditions of animals; or
- g. Enhancing the effectiveness of an agricultural compound used for the treatment of plants and animals; or
- h. Marking animals;

and includes any veterinary medicine, any substance, mixture of substances, or biological compound used for post-harvest pest control or disinfestation of raw primary produce, and any substance, mixture of substances, or biological compound declared to be an agricultural compound for the purposes of the Agricultural Compounds and Veterinary Medicines Act.

NOTE: This definition encompasses the following terms: animal feeds, compound feeds, feed additives, fertilisers, plant protection products, veterinary medicinal products as used in this Standard.

**Allelopathic plants** – are plants that have a growth suppressant effect on other plants. Allelopathic green manure crops such as oats act as a weed suppressant for the subsequent productive crop.

**Apiary** – a bee-keeping operation.

**Applicant** – means anyone seeking initial or renewed BioGro certification or approval.

**Approval** – the process by which BioGro allows particular ingredients, materials, products, practices, processes, or facilities and services to be used in BioGro certified production. Also see Certified BioGro.

**Approved** – may be used for a specific purpose in BioGro certified production.

**Assessment** – the process by which the management plan of a producer is reviewed for compliance with the BioGro Standards.

**Audit** – the process, both on-site and off-site, by which the activities of a producer are verified as following their management plan.

**Auditor** – a person who conducts audits on behalf of BioGro.

**Audit Checklist** – a document completed by the auditor during the audit which records all aspects of the operation which were considered during the audit. The Audit Checklist is signed by both the auditor and the applicant as a record of the audit.

**Audit trail** – documents and records held by the applicant that enables a particular item to be traced through the production chain.

**Authorised person(s)** – the person(s), or position, nominated by the Licensee to have overall responsibility for the certified production. In most cases the Licensee will also be the Authorised person.

**BioGro** – means BioGro New Zealand Ltd, a company wholly owned by the New Zealand Biological Producers and Consumers Council (Inc), and its authorised agents.

**Carriers**, including carrier solvent – food additives to dissolve, dilute, disperse or otherwise physically modify a food additive without altering its technological function in order to facilitate its handling, application or use.

**Certificate** – means the document, issued annually by BioGro, that defines the person, or position, responsible, the organisation, the location and extent of the operation, and the current scope and range of products with their BioGro status for which the licence is valid.

**Certified** – unless otherwise stated ‘certified’ means BioGro certified organic. Uncertified, non-organic, or conventional has the contrary meaning.

**Certified producer** – a certified producer is licensed by BioGro to apply the BioGro trademarks/logos.

**Certified BioGro** – means any property, or product adjudged to have met the requirements of the BioGro Organic Standards, and any operator licensed to use the BioGro trademarks/logos.

**Certified Conversion BioGro** – means any property, or product adjudged to have met the requirements of the BioGro Standards for conversion production, and any operator licensed to use the conversion BioGro trademark/logo.

**Chaptalisation** – the addition of sugar during the early stages of winemaking to obtain ideal levels of residual sugar or alcohol in the finished wine.

**Code of Practice** – a document setting out the terms and conditions of the relationship between BioGro and the licensee, and detailing the rights and responsibilities of both parties.

**Co-licensee** – a person(s) whose name is on the licence when there is more than one person named on the licence.

**Competent authority** – means an official government agency that is required by some countries’ legislation to provide assurances regarding the export/import of organic products.

**Contaminants** – materials prohibited under the BioGro Standards that are present in a certified product.

**Contaminated** – has come into contact with or contains materials prohibited under the BioGro Standards. Even if no measurable contamination is present, a product may still be deemed to be contaminated if there is evidence that contamination may have occurred.

**Conventional** – means any material, production or processing practice that is not certified.

**Conversion year 1 (C1)** – the period of time from 12 months after the registration start date with BioGro through to 24 months after the start date.

**Conversion year 2 (C2)** – the period of time from 24 months after the registration start date with BioGro through to 36 months after the start date.

**Corrective action request (CAR)** – a recommendation made by the auditor to the applicant at the completion of the audit outlining the actions which are required to be completed to bring the operation into compliance before BioGro will consider granting or renewing certification.

**Dedicated** – machinery or facilities that are used only in certified production and only handle certified product.

**Export Certification** – means any further process that may be involved in gaining access for BioGro certified products to overseas markets.

**Extensive production** – production systems that are not reliant on high levels of inputs to sustain production levels.

**Facility** – a licensed non-primary production unit under the direction and day-to-day management and control of the licensee.

**Flavouring** – flavouring substances and products authorized for use in food intended for human consumption.

**Food additive and/or processing aid** – means any substance not usually consumed as a food by itself that is added to food in small quantities in order to affect the food's keeping quality, texture, consistency, appearance, odour, taste, alkalinity, or acidity, or to serve any other technological function in the manufacture, processing, preparation, treatment, packing, packaging, transport or storage of the food, and that results or may be reasonably expected to result (directly or indirectly) in the substance or any of its by-products becoming a component of, or otherwise affecting the characteristics of, the food; and includes any preservative, antioxidant, colouring substance, artificial sweetener, flavouring substance, food conditioner, anticaking agent, gaseous packing agent, propellant, vitamin, mineral, incidental constituent, or processing aid, and any material that is used in the production of a package and becomes a component of, or otherwise affects the characteristics of, any food packed in the package; but does not include salt, or any foodstuff.

**Genetically engineered** – a product of genetic engineering (GE). Genetic engineering is a set of laboratory techniques, e.g. recombinant DNA, from molecular biology by which the genetic material of plants, animals, micro-organisms, cells, and other biological units may be transferred or altered in ways or with results that could not be obtained by methods of natural reproduction (including hybridisation) or natural recombination.

**Genetically modified (GM)** – genetic makeup created or altered by genetic engineering.

**Genetically modified organisms (GMOs)** – refers to genetically engineered or modified products, or products containing genetically engineered or modified materials, or products which are a result of genetic engineering.

**Handling** – is the storage, transport, or distribution of certified products.

**Hive site** – the location of the hives plus a 5 m buffer around the outside of the outermost hives on that site.

**HMF testing** – testing for hydroxy methyl furfural, a compound which is present at varying levels in different honey types, and which usually increases in heated honey.

**Homeopathic preparation** – a product, typically used in organic production as a livestock treatment, prepared by a process of solution, extraction or titration of an active ingredient followed by strict regimented serial dilution.

**IFOAM** – the International Federation of Organic Agricultural Movements.

**Ingredients** – all substances, including additives and processing aids, used in the preparation of the products specified on the licence.

**Ingredients of non-agricultural origin** – ingredients other than ingredients of agricultural origin and belonging to at least one of the following categories:

- food additive and processing aids, including carriers for food additives, as defined above;
- flavourings, as defined above;
- water and salt;
- micro-organism preparations;
- minerals (including trace elements) and vitamins.

**Input** – a material or product which is brought onto a property and/or used in certified production. Also see Agricultural Compound.

**Input product** – a formulation of one or more materials. All input products require BioGro certification or written approval before they can be brought onto a BioGro certified property and/or used in BioGro certified production.

**Intensive production** – production systems that are reliant on high levels of inputs to sustain production levels.

**Interim animal health remedy** – an animal health remedy which contains materials which are otherwise prohibited for use in certified production, but which is used subject to all the requirements of *Module 5 Livestock Production Standard*. Selection of interim animal health remedies must be based on those with the shortest withholding period. Any certified stock which are treated with an interim animal health remedy consequently lose certification (refer *Module 5 Section 4.7.3 g*), and must be kept in the quarantine area for at least 48 hours. All such treatments must be clearly documented.

**Labelling** – means any words, particulars, trade marks, brand names, pictorial matter or symbols on any packaging, document, notice, label, board or collar accompanying or referring to a product specified on the licence.

**Legislation** – see Acts and Regulations.

**Licence** – see Licence Agreement.

**Licence Agreement** – is a signed contract between BioGro New Zealand and the licensee which defines the terms and conditions of their relationship. To remain current, an annual certificate must validate the licence.

**Licensed** – see Licensee.

**Licensee** – means the title-holder of a BioGro licence. The licensee can be a person(s), partnership, organisation, company, or other legal entity. The licensee can nominate an Authorised person(s), who is the person(s) in charge, whether owner, manager, shareholder, etc. The Licensee and/or the Authorised person shall:

- have control of the day-to-day operations certified by BioGro;
- complete the annual application and property questionnaire in full, sign, and provide all other required documentation;
- be present at the audit;
- countersign the Audit Checklist in order to verify that the information included is correct;
- demonstrate to the auditor that they are familiar with and understand the BioGro Standards, and are actively implementing them; and
- sign the Licence Agreement.

Licensee, licensed producer, certified producer, and certified operator are used interchangeably.

**Logo** – means the BioGro logo.

**Management Plan** – see Organic Management Plan.

**Manager** – the person responsible for the day to day management of and decision making for the operation.

**Marketing** – means holding or displaying for sale, offering for sale, selling, delivering or placing on the market in any other form.

**Nature-identical chemically synthesised products** – synthesised compounds which have identical molecular structure to the active ingredient of a natural product.

**Operation** – means the licensed production unit under the direction and day-to-day management and control of the licensee. This may be a primary producing unit, processing facility, or wholesale, packing, or retail facility.

**Orchard** – a property producing any or all of the following; fruit, grapes, nuts, berries (excluding strawberries). Orchard includes vineyards, nut groves, and berry gardens.

**Organic Management Plan (OMP)** – the documented records and plans covering all aspects of a property or facility relating to certified organic production.

**Parallel packing and storage** – the packing or storage of the same or similar products of different certification status, or of both certified and uncertified status.

**Parallel production** – the growing, harvesting, processing, or storage by a licensee of at least two of the following:

- BioGro certified produce;
- conversion C2 produce;
- conversion C1 produce;
- registration C0 produce;
- organic or conversion produce certified by another certifier; or
- conventional produce,

where this activity occurs within the same time period, relates to the same kind of produce, and the licensee wishes the produce having the higher status to retain that status.

**Partial production** – where only part of the production or processing unit is organic.

**Partially certified stock** – conventional livestock, with the exception of up to 2-day-old chicks, brought on to a certified property. The meat from partially certified stock never gains certification. After the required quarantine period and an additional 12 months, partially certified stock may, depending on market access requirements, gain partial certification for:

- breeding purposes;
- their offspring; and
- their products such as milk and wool.

**Permitted** – a material, product, or practice allowed by BioGro which applicants and licensees may use subject to specific or annual written approval by BioGro.

**Pesticides** – are materials and products designed to kill herbage, fungi, and insects. Pesticides include herbicides, fungicides, and insecticides.

**Potable water** – drinking water that complies with the *Drinking Water Standards for New Zealand*.

**Preparation** – means the operations of washing, cleaning, trimming, preserving, packing, processing and/or labelling of plant and livestock products.



**Procedure** – a document defining the set of steps which will be followed by an operator in order to produce or handle a product.

**Processing Aid** – see Food additive.

**Producer** – the person responsible for the production of a product.

**Product or Produce** – means any food, fibre, or other item that is made available to processors, distributors, or consumers.

**Production** – means the creation of any product or produce.

**Prohibited** – prohibited materials are those materials not listed as allowed in *Appendix B Permitted and Restricted Materials and Practices* or elsewhere in the BioGro Standards.

**Property** – a licensed primary production unit under the direction and day-to-day management and control of the licensee.

**Protocol** – means a set of written procedures describing the management and operational processes to be followed by any licensee. These documented procedures must be approved by BioGro and reviewed annually during certification. They must subsequently be adhered to during all routine operations.

**Quality management system** – is an approved production system that ensures that a product meets specific criteria and can be replicated on an ongoing basis.

**Registration year (C0)** – the period from the starting date with BioGro through to 12 months later.

**Regulations** – see Acts and Regulations.

**Residues** – detectable amounts of materials prohibited under the BioGro Standards that are found in a product.

**Restorative phase** – a period of time during which land is fallowed or grazed in ways which enhance the soil structure and overall fertility of that land.

**Restricted** – materials, products or practices which licensees may use subject to specific or annual written approval by BioGro. Each year, there must be a reduction in dependence on restricted materials. Restricted materials may only be used until more acceptable alternatives are available.

**Service providers** – providers of services such as mowing, spraying, and harvesting.

**Standards** – means the current version of the BioGro Organic Standards.

**Sublicensee** – is an operator who is not certified with BioGro but whose facility is used by a certified producer for processing or handling of certified products. Procedures for the sublicensee's processing or handling of certified products must be included with the procedures supplied by the certified producer, and the sublicensee's operation is subject to the normal audit requirements at the certified producers cost.

**Trademark** – means the New Zealand certification trademarked BioGro logo and the New Zealand certification trademark "BioGro".

**Untampered** – clear evidence that the product has not been in contact with materials prohibited under the BioGro Standards.

**Untreated seed** – seed that has not had materials prohibited under the BioGro Standards applied to it.

**Use of GMOs and GMO derivatives** – means use thereof as foodstuffs, food ingredients (including additives and flavourings), inputs, processing aids (including extraction solvents), animal feeds, compound feeds, feed materials, feed additives, processing aids for feeds, certain products used in animal nutrition, plant protection products, veterinary medicinal products, fertilisers, soil conditioners, seeds, vegetative reproductive material and livestock.

**Withholding period** – the period specified on the label of a veterinary livestock treatment which is the minimum time which must elapse before conventional livestock can return to conventional production. The associated BioGro quarantine period is 48 hours, during which the treated stock must not be on certified land. The associated loss of certification for those stock is 12 months following the date of the last treatment.

**Written approval** – where the use of a particular material or practice by the applicant or licensee requires written approval from BioGro, then this condition is deemed to have been met under the following conditions:

- where the use of the material or practice is detailed in the application forms and documented procedures, the audit has been finalised and certification has been issued; or
- the applicant or licensee has requested approval on the BioGro form *Application for Use of Restricted Inputs* or another document and has obtained the signature of the BioGro auditor or BioGro staff member as approved on that form or document.

**Xenobiotic products** – harmful to some or all life forms.





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