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| --- | --- | --- | --- |
| **Operation Name:** |  | **Date:** |  |

## ► Complete this form to describe your retail/ restaurant facility locations and training program.

## GENERAL INFORMATION

1. Complete the table below or attach a complete list of locations that you would like to have certified. Include site address, phone number, email, and a main contact for each location. [ ]  Attached

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Store Name or Number** | **Phone** | **Address** | Contact | **Contact Email** |
|  |  |  |       |  |
|  |  |  |       |  |
|  |  |  |       |  |
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|  |  |  |       |  |

## ORGANIZATIONAL STRUCTURE If your operation only has one location, SKIP to section C.

1. How is your company organized/structured (central headquarters, franchises, regional offices, company owned stores, independently managed stores, etc.)?

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1. Describe or attach description of your personnel and management structure (teams, management, etc.).

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1. Indicate which functions or decisions are managed centrally, regionally, locally, or any combination of those three:

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| --- | --- |
| Organic system plan [ ]  Centrally [ ]  Regionally [ ]  Locally [ ]  Other: |  |
| Organic ingredient/ product sourcing [ ]  Centrally [ ]  Regionally [ ]  Locally [ ]  Other:  |  |
| Sanitation procedures & materials [ ]  Centrally [ ]  Regionally [ ]  Locally [ ]  Other: |  |
| Pest control contractors & materials [ ]  Centrally [ ]  Regionally [ ]  Locally [ ]  Other: |  |
| Signage, labeling, displays, menu [ ]  Centrally [ ]  Regionally [ ]  Locally [ ]  Other: |  |
| Processing procedures [ ]  Centrally [ ]  Regionally [ ]  Locally [ ]  Other: |  |
| Staff training [ ]  Centrally [ ]  Regionally [ ]  Locally [ ]  Other: |  |

## When individual locations make independent decisions, how are those decisions are made and communicated (notification of regional mangement, internal audits where system are unique, etc.)?

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## EMPLOYEE TRAINING

Your employee training program should include training in proper sanitation, pest control, record keeping, handling, and labeling of organic products to prevent potential contamination and commingling.

1. How and when do you train individual locations or employees on organic compliance procedures and policies?

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1. How do you monitor whether procedures and policies are successful?

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1. How do you ensure that employees in all departments seeking certification are provided **ongoing** access to organic practices, procedures, and updates?

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