



Operation Name: _____ Date: _____

- ▶ Complete this form if you take physical possession of products you sell or distribute, or run a processing or handling facility.
- ▶ Complete one form for each facility/location.

A. General Information

1) Facility Name: _____

Facility Tax ID: _____

2) Site Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

3) Each facility located in California must register with the state prior to first sale N/A, not located in California

a) CDFA (grower and post-harvest handling) or CDPH (processing) registration number: _____

4) Contact (Name/Title): _____

5) Phone: _____ Fax: _____

6) Email(s): _____

7) Type of processing or handling: _____

8) Do you (check one):

- Own this facility Lease this facility

9) Do you (check one or both):

- Own the products processed here Provide processing services

10) Is this facility:

- Organic only Organic and nonorganic

a) Do you process or handle nonorganic products identical to organic products?

- Yes No

1. If yes, list products: _____

11) Is this facility currently certified organic by another certifier?

- No Yes, provide name of certifier: _____

12) Has this facility ever previously applied for or been granted organic certification to any certification agency?

- No. Skip to section B. Yes. Complete this section and provide name of certifier: _____

a) Was your certification or the certification of products or this facility ever suspended or revoked? Yes No

b) Did you surrender your certification with outstanding non-compliances or conditions? Yes No

c) Was your application for organic certification ever issued a denial? Yes No

d) Did you withdraw your application for certification with outstanding non-compliances? Yes No

13) If you answered yes to a, b, c, or d above, please list the years and agencies, attach a copy of all relevant letter(s) and a description of all corrective actions:

Year(s): _____ Letters Attached

Corrective actions taken: _____

B. Site Plan and Product Flow

1) Attach 8.5 x 11" site map(s) showing all organic processing and storage areas (may be hand drawn). Map attached

2) Attach either a complete written description or a schematic product flow chart that describes or shows where and how the product is received, stored, processed, packaged, and warehoused.

- The flow chart(s) must include all organic production steps. Identify all equipment, machinery, grading stations, and storage areas, and indicate where ingredients are added or processing aids are used.

- **Submit a separate flow chart for each production type.** Attached



- 3) Describe how any “work in process” (WIP) is identified as organic and protected from prohibited substances:
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- 4) For each material used in or on **nonorganic** products in this facility, describe below how you prevent accidental use during organic processing, and how this can be verified at inspection:
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- 5) Identify any other material used during any **organic** processing step that is not yet otherwise disclosed:
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