



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

- ▶ Complete this form for your restaurant or retail prepared foods department (e.g. deli, salad bar, bakery)
- ▶ Where practices differ across locations, provide descriptions that reflect every possible practice.

Facility covered by this plan (if different from operation name): \_\_\_\_\_

**A. Organic Products and Ingredients**

1) Indicate all restaurant or prepared foods departments seeking organic certification.

- Full Service Restaurant    Salad Bar    Coffee Bar    Prepared Foods case    Deli    In-Store Bakery
- Juice/Smoothie Bar    Other (describe):

2) Describe or attach a description of each department's organic products and activities including display systems (e.g. cold case, hot bar, counter/table displays).

- Full Service Restaurant: \_\_\_\_\_
- Salad Bar: \_\_\_\_\_
- Coffee Bar: \_\_\_\_\_
- Prepared Foods case: \_\_\_\_\_
- Deli: \_\_\_\_\_
- In-Store Bakery: \_\_\_\_\_
- Juice/Smoothie Bar: \_\_\_\_\_
- Other: \_\_\_\_\_

3) What is your organic pledge or claim? If certifying multiple departments, specify the claims made by each department.

- All foods produced are organic. *Requires an all organic pantry (no nonorganic ingredients other than salt).*  
Departments: \_\_\_\_\_
- Limited recipes are organic. Menu, labels, or signs denote which **dishes** are organic. *May require CCOF review of recipes.*  
Departments: \_\_\_\_\_
- Limited recipes use organic ingredients. Menu, labels, or signs denote which **ingredients** in a specific dish are organic. *May require CCOF review of recipes.*  
Departments: \_\_\_\_\_
- Specified list of organic or non-organic ingredients is made available to the public. *Submit list to CCOF for review.*  
Departments: \_\_\_\_\_
- Other: \_\_\_\_\_

4) Do you use any nonorganic ingredients (other than salt) or processing aids in dishes or products represented as organic on your menu, label, or signs? If certifying multiple departments, specify departments using nonorganic ingredients or processing aids.

- No nonorganic ingredients or processing aids used in organic products other than salt. *Inspector will verify that no nonorganic ingredients were used. May require CCOF review of recipes (H2.0, H2.0A, H2.0B) if compliance is not observed at inspection.*  
Departments: \_\_\_\_\_
- Yes, nonorganic ingredients or processing aids are used. *If organic claims are made on the final dish, CCOF must review the specific recipe for any product that uses any nonorganic ingredients. Submit H2.0, H2.0A, H2.0B.*  
Departments: \_\_\_\_\_



5) How frequently do menus, recipes, or dishes change to include new products or remove products? How frequently are new ingredient suppliers added? If certifying multiple departments, specify departments.

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6) Is salt used in any organic product made on-site?  
 No  Yes. List all salts on your Handler Materials Application (OSP Materials List)

**B. Substitutions**

1) How do you prevent substitution of nonorganic ingredients for organic when an organic ingredient or item is unavailable (e.g. not producing a salad if an organic ingredient is out of stock)? How are staff and customers notified? *Nonorganic ingredients may only be substituted for organic if organic claims are removed.*

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2) How are substitutions of organic ingredients documented?  
 Maintain logs including date of purchase, certified source, quantity, and verification that staff and customers were notified.  
 Maintain receipts for substitution ingredient or item that state "organic".  
 Other (describe): \_\_\_\_\_

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**C. Menus, Signage, and Labeling**

*Organic labeling guidelines are available at [www.ccof.org](http://www.ccof.org)*

1) How are organic products and ingredients identified and promoted?  
 Menu  Signs  Scale labels  Shelf Talkers  Table Tents  
 Other (describe): \_\_\_\_\_

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2) Attach sample labels and signage used for both **organic and nonorganic** products in each department. Attach a label for each type of claim if multiple claims are made (100% Organic, Made with Organic..., Organic). *Labels and signage must clearly differentiate between organic and nonorganic products. When templates are revised, submit sample to CCOF for review and approval prior to printing.*  
 Attached

3) How do you develop labels and signage? Who is responsible for developing labels? How often do labels change? If systems differ among departments, describe each different system and specify departments.

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4) How do you verify the accuracy of organic claims and ingredient statements on labels and signage generated in-house, including shelf tags, scale labels, store displays, etc?  
 NA, no in-house labels  
 Other in-house quality control systems ensure labels are accurate, i.e. gluten, allergen. *Describe who is responsible and frequency below.*  
 Regularly review labels and signage in use on store floor. *Describe who is responsible and frequency below.*  
 Regularly review templates for accuracy. *Describe who is responsible and frequency below.*

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**D. Organic Supplier Verification**

- ▶ Suppliers include certified distributors, retailers, growers, producers, manufacturers, co-packers, and commissary kitchens. When sourcing from an uncertified distributor, the original producer's organic certificate must be requested.
- ▶ Organic certificates for suppliers must list specific products sourced, have an inspection or issue date within the last year, and state "USDA organic standards" or "NOP".
- ▶ Store personnel must be able to access supplier certificates during inspection. Inspectors will verify that complete, current certificates listing specific products are available.

1) Complete the table below to list your suppliers of organic products or provide an attachment. Attach organic certificates for each supplier.  Supplier list attached  Organic certificates attached

Supplier Name	Type of Ingredients/Products supplied (e.g. dry bulk, produce, meat, bread)	Certifier

- 2) How do you verify that all supplier/ingredient organic certificates are **current** for all products/ingredients?
- Maintain valid certificates, accessible on-site, updated annually
  - Other (describe): \_\_\_\_\_
- 3) How do you verify that you are sourcing certified organic products when working with a **new supplier**?
- Prior to purchasing or receiving any organic product, request current, valid certificate and have accessible on-site
  - Other (describe): \_\_\_\_\_