



Operation Name: _____ Date: _____

- ▶ Complete this form to describe your receiving, storage, processing, display, cleaning/sanitation, and pest control practices.
 - ▶ Where practices differ across locations, provide descriptions that reflect every possible practice.
- Certified organic retailers and restaurants must have practices in place that prevent commingling and contamination of organic products. Organic products must not come in contact with nonorganic products (commingling) or prohibited materials (contamination) during receiving, storage, processing, display, cleaning/sanitation, or pest control.*

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

A. Receiving

- Do you ever receive organic and nonorganic products at the same time or in the same vehicle?
 - Yes No
 - a) If yes, what steps are taken to prevent commingling of organic and nonorganic products?
 - Labeled pallets Organic product sealed or shrink wrapped Designated organic and nonorganic areas
 - Other (describe): _____
- Do any products arrive unsealed or in permeable packaging (ex: clamshells, open boxes, trucks)?
 - Yes No
 - a) If yes, how do you ensure contamination was prevented during transport (ex: protection from gases, liquids)?
 - Affidavits from transport companies Certified supplier provides documentation
 - Other (describe): _____
 - b) Do you receive products in reusable containers/vehicles (ex: RPCs, tankers, railcars)?
 - No Yes. List sanitizers or detergents/cleaners that are not rinsed off are listed on your Handler Materials Application (OSP Materials List). *You may need to request this information from the supplier or transportation company.*
- Describe your quarantine procedure for products received that appear contaminated or whose organic status is unknown. *Organic produce must not be packed with fumigant slips, pads, or sulfite slips*

B. Storage

- How do you ensure organic products are not commingled with nonorganic products in storage? Select all that apply:
 - Not applicable, all organic All products are sealed and labeled Storage areas dedicated and identified as organic only
 - Products that have been partially used are returned to storage area sealed and labeled
 - Nonorganic products in permeable packaging are never stacked on top of organic products in permeable packaging
 - Other (describe): _____
- How do you ensure that packaging materials (ex: cardboard boxes, crates) and equipment (ex: carts, trays, bins, lugs) used for display, transport, or storage do not contaminate organic products? Select all that apply:
 - Not applicable, all organic Only organic packaging materials are re-used for organic products
 - Nonorganic packaging materials are marked for nonorganic use only
 - Packaging materials and equipment cleaned prior to using to display, transport, or store organic products.
 - Distinguishably dedicated organic containers and equipment for transferring organic and nonorganic products (ex: labeled or color coded)
 - Other (describe): _____
- If off-site facilities are used to store organic ingredients and products while unsealed or in permeable packaging, complete this table, or provide an attachment with this information. Not applicable Attached

Storage Facility Name & Location	Ingredients/Products Stored	Documentation
		<input type="checkbox"/> OC* <input type="checkbox"/> UHA**
		<input type="checkbox"/> OC* <input type="checkbox"/> UHA**
		<input type="checkbox"/> OC* <input type="checkbox"/> UHA**

*Attach the Organic Certificate (OC) for each certified storage facility listed above.
 **For any non-certified facilities listed above, attach a CCOF Uncertified Handler Affidavit (UHA). UHAs are available at www.ccof.org and must be signed by the uncertified storage facility manager.



C. Processing/ Repacking/ Preparation

- 1) How do you ensure that processing, repacking, and preparation surfaces/equipment prevent commingling of organic products with nonorganic? Select all that apply:
 - Not applicable, organic products not processed, repacked, or prepared
 - Distinguishably dedicated organic areas or equipment (ex: labeled or color coded)
 - Clean liners used for organic (ex: baking racks)
 - Organic products processed, repacked, or prepared on clean surfaces with clean equipment
 - Organic products processed, repacked, or prepared on equipment that has been purged (ex: nut grinder, coffee roaster)
 - Organic products processed, repacked, or prepared prior nonorganic products
 - Other (describe): _____
- 2) How are any "work in process" (WIP) products identified as organic and protected from commingling with nonorganic products or ingredients? If systems differ among departments, describe each different system and specify departments.

- 3) For materials used in or on **nonorganic** products, how do you prevent accidental use during organic processing, and how can this be verified at inspection? For example: designated storage areas for organic and nonorganic materials, documented employee training, written SSOPs or recipes. If systems differ among departments, describe each different system and specify departments.

D. Retail Display *Restaurants without retail display or counter skip to section E*

- 1) How do you prevent contamination or contact between organic and nonorganic products on display? Select all that apply:
 - Not applicable, all products are organic
 - Organic and nonorganic products are displayed in separate cases or display areas
 - Wrap or package organic/nonorganic products
 - Organic products are displayed above nonorganic products
 - Use physical dividers, shelf liners, or containers to separate organic and nonorganic products, cleaned between use for organic and nonorganic products
 - Use organic parsley, organic kale, or other organic display produce between organic and nonorganic products
 - Dedicated organic shelf liners or containers
 - Other (describe): _____
- 2) In wet racks (mistifiers) and other wet display cases, how do you prevent nonorganic product from touching or dripping onto organic products? Select all that apply:
 - Not applicable, all products are organic
 - Organic products are displayed above nonorganic products
 - Organic and nonorganic products are displayed in separate cases or display areas
 - Other (describe): _____
- 3) How do you prevent accidental commingling of organic and nonorganic products by customers? Select all that apply:
 - Not applicable, all products are organic OR no customer contact
 - Do not display twin lined products. *Twin lined products are organic and nonorganic versions of the same item.*
 - Organic and nonorganic products are displayed in separate cases or display areas
 - Provide distinguishably dedicated organic scoops or tongs in display area (ex: labeled or color coded)
 - Attach scoops to bins so they are not interchangeable
 - Other (describe): _____
- 4) How do you address customer commingling of organic and nonorganic products? Select all that apply:
 - Not applicable, all products are organic OR no customer contact
 - Regular surveys by store personnel to look for customer commingling
 - Organic product in contact with nonorganic product is immediately removed from display and discarded
 - Organic product in contact with nonorganic product is immediately removed from display and sold as nonorganic
 - Other (describe): _____



- 5) Where commingling between organic and nonorganic is unavoidable due to customer handling (ex: shared grinders, scoops), how are customers made aware of the risk to organic integrity?
 - Not applicable, no shared equipment OR no customer contact
 - Signs or labels inform consumers that organic status is lost when processed on shared (organic and nonorganic) equipment. *Submit sample to CCOF for review.*
 - Other (describe): _____

E. Water and Water Additives

- 1) Is water used in direct contact with organic products or added to organic products (i.e. wash water, as an ingredient) *Water used in food production must meet Safe Drinking Water Act standards.*
 - Yes No. Skip to section E2
 - a) Do you add any substances or treat water (i.e. RO, UV) used in direct contact with organic products?
 - No Yes. List each material on your Handler Materials Application (OSP Materials List)
 - Describe water treatment: _____
 - b) Do you add **chlorine** to water that directly contacts organic products?
 - No Yes, records or SOP used for monitoring chlorine are attached. Records or SOP will be verified by your inspector.
 - i. If yes, do products undergo a final fresh water rinse? (*Residual chlorine levels in water at last point of contact must not exceed the maximum residual disinfectant limit under the Safe Drinking Water Act [SDWA].*)
 - Yes No, chlorine never added to water above SDWA limits
- 2) Does steam contact organic products or packaging?
 - Yes No. Skip to section F
 - a) If yes, and steam boiler is used, describe how you prevent contact with volatile boiler chemicals when processing organic products:
 - Attached Not applicable, no boiler used.
 - b) If boiler chemicals are used, list each boiler chemical that is not turned off prior to organic production on your OSP Materials List and attach an ingredient statement for each. Attached

F. Cleaning and Sanitations *Staff must be prepared to describe cleaning and sanitation procedures at inspection.*

- 1) Do you use sanitizers/packaging aids in direct contact with organic products (i.e. peracetic acid, lactic acid, ozone, nitrogen)?
 - No Yes. List each material on your Handler Materials Application (OSP Materials List)
- 2) Describe your cleaning program for equipment and surfaces that contact organic products during storage, transport, handling, processing, repacking, preparation, packaging, and display (ex: carts, lugs, RPCs, containers, Hobart, tongs, shelf liners, dividers, bulk bins, scoops, scale). You may provide this information as an attachment. Where practices differ across departments/locations, select all that may apply in any department/location:
 - Dishwasher with high heat sanitation
 - Dishwasher with quaternary ammonia (quat) sanitation or rinse aid
 - Dishwasher with chlorine sanitation
 - Dishwasher with chemical rinse aid other than quat or chlorine
 - Handwash equipment/surfaces with detergent/cleaner and chlorine sanitizer
 - Handwash equipment/surfaces with detergent/cleaner and quat sanitizer
 - Handwash equipment/surfaces with hot water
 - Periodic cleaning of dedicated organic equipment (ex: shelf liner, nut butter grinder, bulk bin or liquid dispenser)
 - Purge* equipment that cannot be cleaned (ex: nut butter grinder, coffee roaster). *Describe purge procedure including product/quantity purged and documentation at inspection.*

**Purge – To expel nonorganic product prior to processing organic product from food processing equipment.*

 - Other (describe): _____
- 3) If you have an SSOP that describes cleaning and sanitation practices, attach a copy of the sections regarding **organic departments and contact surfaces only**. Organic SSOP sections attached Not applicable
- 4) If any surfaces or equipment are NOT either cleaned or purged prior to contact with organic products, explain why not: _____



- 5) Do you use any sanitizers or detergents/cleaners that are not rinsed off of equipment and surfaces that contact organic products?
 No Yes. If yes, list each material on your Handler Materials Application (OSP Materials List).
- 6) How do you ensure no residues from prohibited materials (ex: quaternary ammonia) remain on organic contact surfaces?
 Not applicable Rinsing Complete drying of alcohol-based sanitizers
 Residue Testing: pH Quaternary Ammonia Other testing: _____
- 7) How do you verify that equipment and surfaces have been cleaned properly? Select all that apply:
 Documentation (ex: cleaning log, production log, wash tag, purge log)
 Regular employee training on standard cleaning procedures
 Other (describe): _____
- 8) If cleaning is NOT documented, explain why not: _____

G. Facility Pest Management

- 1) Who is responsible for pest control?
 In-house Contracted pest control service (name): _____
- 2) Which of the following management practices do you use to **prevent** pests? *Must use at least one.*
 Remove pest habitat, food sources, and breeding areas Prevent access to facility
 Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)
 Other (describe): _____
- 3) Which of the following practices do you use to **control** pests in organic production and storage areas?
 N/A Mechanical or physical controls, including traps, light, or sound
 Lures and repellents using nonsynthetic or synthetic substances consistent with the National List. List lures and repellents that you apply in organic production and storage areas on your Handler Materials Application (OSP Materials List).
- 4) Are the measures listed above sufficient to prevent or control pests?
 Yes No
 a) If no, explain below. List pest control materials **from the National List** that you apply in organic production and storage areas on your OSP Materials List. *National List materials include carbon dioxide, nitrogen gas, Vitamin D3 bait, boric acid, diatomaceous earth and soap products.*

- 5) Are National List materials listed on your OSP Materials List sufficient to prevent or control pests?
 Yes No
 a) If no, explain below (or attach justification). List pest control materials **not on the National list** that you apply in organic production and storage areas on your OSP Materials List. Letter of justification attached

- 6) How do you prevent pest control materials from contacting organic products, ingredients, and packaging materials?
 Remove product and packaging from areas to be treated Wash and rinse organic contact surfaces after treatment
 Cover equipment used for organic handling Purge equipment with nonorganic product
 Other (describe): _____
- 7) Where do you record pest control material use and measures taken to protect organic products or packaging?
 Pesticide Use Log Log describing removal/reentry of products and packaging Purge log
 Other (describe): _____