

# RETAIL ESTABLISHMENT OSP ORGANIC PRACTICES SECTION:

R4.0

Date:

Find all forms at <u>www.ccof.org/resources</u>. Send completed forms to <u>inbox@ccof.org</u>.

Operation Name:

- As you complete this form, consider value-added processing, cut and wrap, labeling, relabeling, prepacking, repackaging, mealpreparation, and self-serve stations, as well as product display systems (ex. cold case, wet rack, hot bar, counter/table) and storage practices.
- You must prevent commingling (mixing) of organic with nonorganic and prevent contamination of organic products with prohibited materials. Commingling and contamination must be prevented the entire time product is under your control, including during transport, receiving, storage, handling, processing, and shipping.
- You must prevent contamination of organic products with materials used to clean your facility and equipment or used as pest control in your facility.
- Where practices differ across departments or locations, provide descriptions that reflect every possible practice.

## A. Receiving

- 1) Do you receive products that were handled by any of the following uncertified operations: transporters, transloaders, logistics brokers, or freight forwarders?
  - Yes No, transporters, transloaders, logistics brokers, and freight forwarders are certified organic
  - a) If yes, do any transporters, transloaders, logistics brokers, or freight forwarders do any of the activities listed below:
    - No additional handling

If any of the following are checked, certification of the transporter is required. See the <u>Exempt Handler Affidavit</u> (EHA) for more details on activities performed by transporters that may require certification.

- Enclose, or open packages or containers Relabel, repack, or package
- Sort, recondition, cull, ice, hydro cool, hydro vacuum Treat or wash organic products
- Other handling (describe):

2)	How do you ensure contamination was prevented during transport (e.g. prevent contact with sanitizer residue, gases, liquids)? Select
	all that apply.

Transporter records must be avai	ilable for review at inspection	n and must identify (link back to	) the last certified handler.

☐ Clean truck affidavit ☐ Cleaning and sanitizing material records ☐ Certified supplier provides documentation
Truck cleaning procedures Wash tags Tanker Seals Marine Surveyor report for vessel cargo hold
Other (describe):

3) How do you ensure organic products are not commingled with nonorganic during transport? Select all that apply. *Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.* 

Not applicable, I	I only source certified organic pro	oducts
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Distinctly labeled or marked containers	Closed containers Transported at different til	mes 🔲 Visually distinct
Shipped on separate, marked vehicles	Shipped from separate destinations	

- Other (describe):
- 4) Describe your receiving practices and the records maintained to verify organic status of incoming ingredients. Include the steps followed by receiving staff in instances when non-organic is received in place of an organic order. Receiving practices must prevent the accidental use of nonorganic ingredients.
- 5) Describe your quarantine procedure for products received that appear contaminated or whose organic status is unknown.

### B. Storage, Processing & Packaging

Storage, processing, and packaging practices and materials (ex: cardboard boxes, crates) and equipment (ex: carts, trays, bins, lugs) used for display, transport, or storage must not allow for commingling or contamination of organic products.

#### 1) Is this retail establishment:

□ Organic only. Skip to question 4. □ Organic and nonorganic

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#### NOP §205.201, 205.271, 205.272, 205.605

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 How do you ensure that organic products are not commingled (mixed) with nonorganic products during processing and storage? Be sure to consider preparation, repacking, equipment, and display surfaces. Select all that apply:

Organic produced prior to nonorganic

Equipment is purged prior to organic production (ex: nut grinder, coffee roaster)

Clean liners used for organic (ex: baking racks)

Surfaces and equipment are cleaned prior to organic production and display

Distinguishably dedicated organic production areas or equipment (ex: labeled or color coded)

All products sealed and labeled as organic

Only organic packaging materials are re-used for organic products

Organic stored above nonorganic

Distinguishably dedicated organic storage areas (ex: labeled or color coded)

Other (describe):

3) For materials used in or on **nonorganic** products, describe below how you prevent accidental use during organic processing, and how this can be verified at inspection:

4) For products you repack or process on-site, are your packaging materials free of prohibited materials (ex: fungicides, preservatives, fumigants)? Contact packaging manufacturer if you are unsure.

] Yes	Not applicable,	not purchasing	packaging
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5) For products you repack or process on-site, do you use "active packaging" that emits or releases chemicals into your organic repacked or processed products, e.g. ethylene scavengers, antimicrobial, or antioxidants? This type of packaging is likely prohibited because active agents migrate into the organic product.

□ No □ Not applicable, not purchasing packaging □ Yes. Provide complete packaging information.

6)	How do you ensure that packaging materials and equipment used for display, transport, or storage do not contaminate organic
	products?

Not applicable, all organic

Only organic packaging materials are re-used for organic products and ingredients

Nonorganic packaging materials are marked for nonorganic use only

Packaging materials and equipment cleaned prior to using for display, transport, or storage of organic products and ingredients.

Distinguishably dedicated organic containers and equipment used for transferring organic and nonorganic products (ex: labeled or color coded)

Other (describe):

# C. Product Display

Consider all display systems including cold case, wet rack, hot bar, counter, table, etc.

1) Does your retail establishment use display tables, cases, or counters to hold organic items for customer selection?

#### No. Skip to section D.

Yes.

2) How do you prevent 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

Organic and/or nonorganic products are wrapped and otherwise packaged

Organic products are displayed above nonorganic products	. Essential for	wet racks	(misters) ar	nd other wet	display syste	ms
where products above often drip onto products below.						

Physical dividers, shelf liners, or containers are used to separate organic and nonorganic products. *Must be cleaned between use for organic and nonorganic products* 

Organic parsley, organic kale, or other organic display produce are used between organic and nonorganic products

Dedicated organic shelf liners or containers

Other (describe):

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3)	How d	o you prevent accidental commingling of organic and nonorganic	products by customers? Select all tha	t apply:
	No <sup>-</sup>	t applicable, all products are organic OR no customer contact		
	🗌 Do	not display organic and nonorganic versions of the same product.		
	🗌 Org	ganic and nonorganic products are displayed in separate cases or	display areas	
	🗌 Pro	ovide distinguishably dedicated organic scoops or tongs in display	area (ex: labeled or color coded)	
	🗌 Oth	ner (describe):		
4)	How d	o you address customer commingling of organic and nonorganic p	products? Select all that apply:	
,		t applicable, all products are organic OR no customer contact		
		gular surveys by store personnel to look for customer commingling	3	
	🗌 Org	ganic product in contact with nonorganic product is immediately re	moved from display and discarded	
	🗌 Org	ganic product in contact with nonorganic product is immediately re	moved from display and sold as nonc	organic
	□ Oth	ner (describe):		
5)	Where	commingling between organic and nonorganic is unavoidable due now are customers made aware of the risk to organic integrity?	e to customer handling (ex: shared gr	inders, scoops, salad
		t applicable, no shared equipment OR no customer contact		
		ns or labels inform consumers that organic status is lost when pro bmit sample to CCOF for review.	cessed on shared (organic and nono	rganic) equipment.
	🗌 Oth	ner (describe):		
D.	Wate	r and Water Additives		
	Water	used in organic production must be potable and meet Safe Drinki	ng Water Act (SDWA) standards.	
1)		er used as an ingredient or do you use water to wash organic prod		
,		. Skip to question E4.  Yes. Complete this section.		
2)		treat water on-site (ex: Reverse Osmosis, UV, carbon filtration, wang Water Act Standards? Contact treatment manufacturer if you an		reated water meet Safe
	🗌 Ye	s. CCOF may request documentation that treated water meets Sa	fe Drinking Water Act standards.	
	🗌 No	t applicable, water is not treated.		
3)	For wa	ater used to wash organic products, do you add any materials to th	ie water, ex: peracetic acid, hydrogen	) peroxide, chlorine?
	🗌 No	, no materials added to wash water. Skip to question E4.		
	🗌 Ye	s. List materials on your Handler Materials Application (OSP Ma	<u>terials List)</u> .	
	,	o you add chlorine to water that directly contacts organic products		
		No Yes. Attach records or SOP used for monitoring chlorine	<ol> <li>Records or SOP will be verified by y</li> </ol>	your inspector.
	i	. If yes, do products undergo a final fresh water rinse?		
		Residual chlorine levels in water at last point of contact must no Safe Drinking Water Act (SDWA).		fectant limit under the
		Yes No, chlorine never added to water above SDWA lin		
4)	-	use steam, does steam contact organic products or interior of pac	kaging?	
		Skip to section F. 🗌 Yes		
	a) If	yes, describe how steam is used, ex: steam cooking of product, in	terior of packaging steam application	
	·	yes, and boiler chemicals are used, list materials on your <u>Handler</u>	Materials Application (OSP Materi	als List).
		Attached Dot applicable, no boiler chemicals used		
		volatile boiler chemicals are used, describe how you prevent orga y shutting off boiler chemical feed prior to organic runs (specify # c		



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# E. Equipment Cleaning and Sanitation

Retail establishment staff must be prepared to describe cleaning and sanitation procedures at inspection.

Dishwasher with high heat sanitation

Dishwasher with material sanitation or rinse aid

Handwash equipment/surfaces with hot water

Handwash equipment/surfaces with material sanitation

Periodic cleaning of dedicated organic equipment (ex: shelf liner, nut butter grinder, bulk bin or liquid dispenser)

□ Purge\*. Be prepared to describe purge procedure at inspection, including the product and quantity purged how you determined this quantity was sufficient, where purged product goes, and how the purge is documented.

\*Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned, ex. coffee roaster). Review equipment manuals for recommended purge quantities.

Other (describe):

2) If any surfaces are NOT either cleaned or purged prior to each organic run, explain why not:

 How do you ensure cleaner and sanitizer residues are removed from organic contact surfaces? List each material on your <u>Handler</u> <u>Materials Application (OSP Materials List)</u>.

Rinsing (required for detergents/cleaners and quaternary ammonia)

Air dry or rinse of alcohol sanitizers

Chlorine, peracetic acid, citric acid, hydrogen peroxide, phosphoric acid, and ozone sanitizers – no rinse or air dry required

a) Residue Testing: 🗌 Not applicable 🗌 pH 🔄 Quaternary Ammonia

Other testing:

4) If cleaning is NOT documented, explain how cleaning is known to be completed, e.g. regular staff training in standard operating procedure:

#### F. Facility Pest Management & Monitoring

1) V	Vhich of the following management	practices do	you use to prevent	pests? \	You must use	at least one:
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Remove pest habitat, food sources, and breeding areas

Prevent access to handling facilities

Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)

Other (describe):

2) Which of the following practices do you use to control pests in organic production and storage areas?

□ Not applicable, none used

Mechanical or physical controls, including traps, light, or sound

Pheromones, lures, and/or repellents using nonsynthetic or synthetic substances consistent with the National List. If used in organic production and storage areas, list these on your <u>Handler Materials Application (OSP Materials List)</u>.

- 3) Are the measures listed above sufficient to prevent or control pests?
  - Yes No Not applicable, none used
  - a) If no, list pest control materials **from the National List** that you apply in organic production and storage areas on your <u>Handler</u> <u>Materials Application (OSP Materials List)</u>. Attached

Prevention and control methods described in G1 and G2 above must be implemented before other National List materials may be used. See the Handler Materials Application (OSP Materials List) for a list of National List materials.

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4)	Are Na	ational List materials sufficient to prevent or control pests in org	ganic production and storage areas?	
	🗌 Yes	s 🗌 Not applicable, none used 🗌 No, other pest control m	naterials needed	
5)	and Na list tha	olan to use non-National List pest control materials, describe v ational List materials are not effective to prevent or control pes at you apply in organic production and storage areas on your	ts at your facility. List pest control materia landler Materials Application (OSP Ma	als not on the National terials List)
	L Lett	ter of justification attached, see <u>example</u> on CCOF website [	_] Not applicable, no non-National List m	aterials used
6)		o you prevent pest control materials applied via fumigation, fog ents, and packaging materials? Select all that apply.	gging, and/or spray from contaminating o	rganic products,
	You mu	ust protect organic production areas, products, and packaging	from contamination from all facility pest	control materials.
	🗌 Not	applicable, no fumigation, fog, or spray used		
	🗌 Ren	nove organic product and packaging from areas to be treated		
		ver equipment used for organic handling during treatment		
		ler (describe):		
7)		umigation, fogging or spray, how do you ensure pest control m tion or fogging? Select all that apply.	aterials are removed from any equipmen	t present during
	You mu	ust protect organic products from contamination from all facilit	y pest control materials.	
	🗌 Not	applicable, no fumigation, fogging, or spraying		
	🗌 Not	applicable, no equipment present during fumigation/fogging		
		sh and rinse organic contact surfaces after treatment		
		ge equipment with nonorganic product after treatment (descril	be):	
		er (describe):	,	
8)	How do	o you record pest control material use and measures taken to	protect organic products or packaging? S	Select all that apply.
	You mu	ust document pest control activities and protection of organic.	-	
	🗌 Pes	sticide Use Log	ts and packaging 🛛 Purge log	
		er (describe):		