



Operation Name: _____ Date: _____

- ▶ Complete this form for each on farm facility (milk barn, egg packing area, slaughter location, etc.) where you process raw organic products (e.g.: milk, meat, eggs, livestock feed, fiber, etc.) This form is for simple processing of single ingredient products only.
- ▶ If you are using complex processing or making multi-ingredient products (flavored milk, sausage, mixed feed for sale, etc.) please see the [Guide to Handler OSP Forms](#) and fill out the appropriate sections of the Handler OSP to apply for the Handler scope of certification.

A. On Farm Facility Information

- 1) Facility Name: _____
 Facility Address: _____
 State/Province: _____ City: _____ Country: _____
- 2) What types of products do you produce? Check all that apply.
 - I only process my own organic products I process my own organic and nonorganic products
 - I process organic products for other operations I process nonorganic products for other operations
- 3) What types of processing activities do you perform at this facility?
 - Milk animals or maintain a milking facility Mix, mill or grind livestock feed for use on my own operation
 - Slaughter animals Cool, age, cut or wrap meat Process fiber Wash and/or sort eggs
 - Other (describe): _____

B. Site Map 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.**

C. Cleaners and Sanitizers

Any cleaners (i.e. soaps, detergents) may be used in your facility as long as they are rinsed in a manner that ensures residues will never contact organic products. All materials that directly contact organic products must be approved and included on your [Livestock Materials Application \(OSP Materials List\)](#).

Sanitizers are typically used on food contact surfaces or in direct contact with organic product. Sanitizers are not typically rinsed, and residues of these materials may contact product. Examples of allowed sanitizers for organic production are chlorine materials, peroxyacetic acid, hydrogen peroxide, phosphoric acid and alcohols. Sanitizers that may come into contact with organic products **must be reviewed and approved** by CCOF, and included on your [Livestock Materials Application \(OSP Materials List\)](#).

- 1) For water used to wash organic products, do you add any materials to the water, (e.g.: peracetic acid, hydrogen peroxide, chlorine)?
 - No, no materials added to wash water.
 - Yes. List materials on your [Livestock Materials Application \(OSP Materials List\)](#).
 - 2) Do you add chlorine to water that directly contacts organic products?
 - No
 - Yes. Attach records or SOP used for monitoring chlorine. Records or SOP will be verified by your inspector.
- a) If yes, do products undergo a final freshwater 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



- 3) List all equipment and surfaces that organic products contact during receiving, handling, processing, transport, or storage, including counters, milk lines, milk bottles, pasteurizers, mixing and grinding equipment, storage tanks, etc. Describe cleaning and sanitization that happens before organic runs or provide this information as an attachment (e.g.: SOP for organic): SOP sections attached

Organic Equipment / Contact Surface <i>e.g.: totes, processing lines</i>	Cleaned? (Y/N)	Purged*? (Y/N)	Rinsed? (Y/N)	Documentation <i>e.g.: wash tag, cleaning/production log</i>

*Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned).

- 4) How do you ensure cleaner and sanitizer residues are removed from organic contact surfaces? Not applicable
 Rinsing (required for detergents/cleaners and quaternary ammonia) Air dry or rinse of alcohol-based sanitizers
 Using chlorine, peracetic acid, citric acid, hydrogen peroxide, phosphoric acid, and ozone sanitizers – no rinse or air dry required
a) Residue Testing: pH Quaternary Ammonia Other testing: _____

- 5) How are equipment cleaning/purging activities documented?
 Cleaning and/or purge logs A Standard Operating Procedure (SOP) is followed (attach SOP) Other (describe): _____

- 6) Is any equipment used for **both** organic and non-organic product?
 No. Skip to section D. Yes. Complete this section.
a) How do you ensure that organic product is not contaminated by nonorganic product during processing?
Records of all cleaning & purging must be available at inspection.
 Cleaned before organic run Purged before organic run Other(describe): _____

- b) If equipment is purged prior to organic run, describe the purge procedure. Include the product and quantity purged, how you determined this quantity was sufficient, where purged product goes, and how the purge is documented. (*Review equipment manuals for recommended purge quantities*): _____

D. Facility Pest Management

- 1) Who is responsible for pest control in your facility?
 In-house Contracted pest control service (name): _____
- 2) Which of the following management practices do you use to **prevent** pests? You must use at least one.
 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): _____
- 3) Which of the following practices do you use to **control** pests in organic production and storage areas?
 N/A, preventative practices are effective. Mechanical or physical controls, including traps, light, or sound
 Pheromones, lures and repellents using nonsynthetic or synthetic substances consistent with the National List. List lures and repellents that you use in organic production and storage areas on your [Livestock Materials Application \(OSP Materials List\)](#).
- 4) Are the measures listed above sufficient to prevent or control pests?
 Yes
 No. List pest control Materials from the National List that you apply in organic production and storage areas on your Livestock Materials Application (OSP Materials List).

Prevention and control methods described in D2 and D3 above must be implemented before other National List materials may be used. See the Livestock Materials Application (OSP Materials List) for a list of National List materials.



- 5) Are National List materials listed on your OSP Materials List sufficient to prevent or control pests?
- Yes No N/A, no National List materials used or planned for use.
- a) If no, explain below or attach justification(e.g. letter from pest control service): Letter of justification attached
If you plan to use non-National List pest control materials, describe why the preventative practices, mechanical or physical controls, and National List materials are not effective to prevent or control pests at your facility. List pest control materials not on the National list that you apply in organic production and storage areas on your [Livestock Materials Application \(OSP Materials List\)](#).
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- 6) How do you prevent pest control materials (e.g. applied via fumigation and/or fogging) from contaminating organic products and/or packaging materials?
- You must protect organic storage areas, crops, and packaging from contamination from all facility pest control materials.*
- N/A.
 Remove product and packaging from areas to be treated
 Wash and rinse organic contact surfaces after treatment
 Cover equipment used for organic handling or storage during treatment
 Purge equipment with nonorganic product after treatment
 Other (describe): _____
- 7) Do you store any prohibited materials (or materials not included on your approved OSP Materials List) on farm?
- No Yes.
- a) If yes, in material storage areas, how do you identify and separate these materials from materials that are included on your approved OSP Materials List?
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- 8) How do you record pest control material use and measures taken to protect organic products or packaging? N/A
You must document pest control activities and protection of organic.
- Pesticide Use Log Log describing removal/re-entry of products and packaging Purge log
 Other (describe): _____