

NOP §205.101, 205.201, 205.301-311

RETAIL DEPARTMENTS

OSP SECTION:

K2.0

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Op	eration Name:Date:
>	Complete this form for your retail departments. Where practices differ across locations, provide descriptions that reflect every possible practice.
	Facility covered by this plan (if different from operation name):
A. 1)	Organic Departments Indicate all retail departments seeking organic certification. Use R3.0 form to describe prepared foods, deli, and salad bar. ☐ Produce ☐ Bulk ☐ Meat and Poultry ☐ Grocery ☐ Specialty & Gourmet Foods (e.g. cheese, olive bar, alcohol, coffee) ☐ Bakery (finish baked only) ☐ Other (describe):
2)	Describe or attach a description of each department's organic products, activities, and display systems including cut and wrap, labeling, repackaging, prepacking, relabeling, minor processing, juicing, grinding, wet rack, and cold case.
	☐ Produce:
	□ Bulk:
	☐ Meat and Poultry:
	☐ Grocery:
	Specialty & Gourmet Foods (ex: cheese, olive bar, alcohol, coffee):
	Bakery (finish baked only):
	Other:
3)	Is salt used in any organic product made on-site? ☐ No ☐ Yes, list all salts on OSP Materials List
В.	Menus, Signate, and Labeling
	Organic labeling guidelines are available on our website www.ccof.org
1)	How are organic products and ingredients identified and promoted? ☐ Menu ☐ Signs ☐ Scale labels ☐ Shelf Talkers ☐ Table Tents ☐ Other (describe):
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.
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? N/A, 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. <i>Describe who is responsible and frequency below.</i> Regularly review templates for accuracy. <i>Describe who is responsible and frequency below.</i>

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2)

3)

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C. 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	
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):			
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):			

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