RETAIL ESTABLISHMENT LOCATIONS

OSP SECTION:

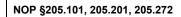
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>	 Complete this form if you operate a retail establishment. Once certified, your CCOF Client Profile lists your locations, available on www.www.MyCCOF.org.org. 									
A. 1)	Retail establishment type: Retail Store Regional or national retail chain Food Truck / Farmers Market vendor Restaurant Regional or national restaurant chain Hotel restaurant / in room dining Stadium concession stand School or Business cafeteria Airport dining Catering services Other: Describe your expansion plans for the next 1-5 years: List each retail location below. If you have more than 5 locations or anticipate growing beyond 5 locations, submit a separate spreadsheet with all requested information. Be prepared to update the spreadsheet to communicate additional locations and existing changes. You are responsible for notifying CCOF at least 2 months in advance of new location opening to allow for adequate review and inspection scheduling. Add location fee will apply per CCOF Certification Services Program Manual. Locations spreadsheet attached									
	Location Number / Code	Location Name	Stre	et Address		City	State	Zip	Projected Open Date	
1) 2) 3)	Organizational If your operation on Attach a copy of you Attached Attach agreements control (i.e. franchis Not applicable. I Attached Attach a description independently mana Attached	ly has one location, ur operations manumade between center locations, sports Do not operate as an of how your compaged stores, etc.). I	al. Highlight a stral headquart stadiums, airp franchise or s any is structur nclude your pe	reas that addres ters and individua orts). Highlight a sell organic produ ed (central head ersonnel and ma	al locations the streas that adducts within a stream quarters, fran nagement str	nat are mana dress organic separately m nchises, regio ructure (team	integrity. anaged retail sponal offices, cons, managemen	pace. npany ov t, etc.).		
4)	Indicate which functions or decisions are managed centrally, regionally, locally, or any combination of those three: Organic System Plan Centrally Regionally Locally Other:									
	Organic System 1 la Organic supplier ap		☐ Centrally	☐ Regionally	Locally	Other:				
	Organic ingredient purchasing		☐ Centrally	Regionally	Locally	☐ Other:				
	Marketing, signage, display & labeling		☐ Centrally	☐ Regionally	Locally	Other:				
	New organic produc		☐ Centrally	☐ Regionally	Locally	Other:				
	Sanitation procedures & materials		☐ Centrally	Regionally	Locally	Other:				
	Pest control contract	ctors & materials	☐ Centrally	Regionally	Locally	Other:				
	Staff training		☐ Centrally	☐ Regionally	Locally	Other:				
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(e.g. notification of regional management, internal audits where system are unique, etc.)? For example: if a store decides to launch a new organic product line, how is that communicated internally and to CCOF? CCOF needs to preapprove changes to your organic program.								
Employee Training								
Your training program should include proper sanitation, pest control, record keeping, handling, and labeling of organic products to prevent potential contamination and commingling. Be prepared to demonstrate employee understanding of organic practices at inspections. Training records may be requested at inspection.								
Attach a copy of your employee training program. Attached								
How and when do you train individual locations or employees on organic compliance procedures and policies?								
How do you monitor whether procedures and policies are successful? CCOF may request to view monitoring checklists. Third party service provider Internal QA team Other (describe):								
How do you ensure employees are provided ongoing access to organic practices, procedures, and updates? ☐ Internal communication website/portal ☐ Other (describe):								

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