



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 Standard Operating Procedure (SOP) used for monitoring chlorine. These will be verified at inspection.
 - 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

All records must be available at inspection.

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

***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? ☐ N/A
- ☐ 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 ☐ SOP is followed & is attached
- ☐ 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?
- ☐ 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 question D2 and question 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): _____
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- 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): _____
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E. Slaughter

Mammalian Slaughter: Producers who slaughter organic livestock must be in compliance, as determined by FSIS, with the Federal Meat Inspection Act ([21 U.S.C. 603\(b\)](#) and [21 U.S.C. 610\(b\)](#)), the regulations at [9 CFR part 313](#) regarding humane handling and slaughter of livestock, and the regulations of [9 CFR part 309](#) regarding ante-mortem inspection. Producers who slaughter organic exotic animals must be in compliance with the Agricultural Marketing Act of 1946 ([7 U.S.C. 1621](#), et seq.), the regulations at [9 CFR parts 313](#) and [352](#) regarding the humane handling and slaughter of exotic animals, and the regulations of [9 CFR part 309](#) regarding ante-mortem inspection.

Avian Slaughter: Producers who slaughter organic poultry must be in compliance, as determined by FSIS, with the Poultry Products Inspection Act requirements ([21 U.S.C. 453\(q\)\(5\)](#)); the regulations at paragraph (v) of the definition of "Adulterated" in [9 CFR 381.1\(b\)](#), and [9 CFR 381.90](#), and [381.65\(b\)](#); and applicable FSIS Directives.

NOP § 205.242(b)&(c)

- 1) Does your operation conduct on farm slaughter and, if so, is it in accordance with the applicable regulations noted above?
- ☐ N/A, no on farm slaughter
- ☐ Yes
- ☐ N/A, I am exempt from or not covered by the requirements of the Poultry Products Inspection Act
- a) If yes, are you prepared to provide all noncompliance records related to humane handling and slaughter issued by the controlling national, federal, or state authority and all records of subsequent corrective actions to certifying agents during inspections or upon request?
- ☐ Yes.





- 2) Producers who slaughter organic poultry, but are exempt from or not covered by the requirements of the Poultry Products Inspection Act (noted above), must be prepared to demonstrate the following:
- ☐ N/A, no poultry or my operation is not exempt/is covered by the Poultry Products Inspection Act and question E1 is answered.
 - ☐ No lame birds may be shackled, hung, or carried by their legs
 - ☐ All birds shackled on a chain or automated system must be stunned prior to exsanguination, with the exception of religious slaughter.
 - ☐ All birds must be irreversibly insensible prior to being placed in the scalding tank.
- a) **If yes**, have you checked and are you prepared to demonstrate compliance with the 3 requirements above?
- ☐ Yes.

