



Operation Name: _____ Date: _____

- ▶ As you complete this form, consider value-added processing, cut and wrap, labeling, relabeling, prepacking, repackaging, meal-preparation, 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 [Exempt Handler Affidavit](#) (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 available for review at inspection 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 only source certified organic products
☐ Distinctly labeled or marked containers ☐ Closed containers ☐ Transported at different times ☐ 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





- 2) 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
- 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 (mistifiers) and other wet display systems 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): _____





- 3) How do you prevent accidental commingling of organic and nonorganic products by customers? Select all that apply:
- ☐ Not applicable, all products are organic OR no customer contact
 - ☐ Do not display organic and nonorganic versions of the same product.
 - ☐ Organic and nonorganic products are displayed in separate cases or display areas
 - ☐ Provide distinguishably dedicated organic scoops or tongs in display area (ex: labeled or color coded)
 - ☐ Other (describe): _____
- 4) How do you address customer commingling of organic and nonorganic products? Select all that apply:
- ☐ Not applicable, all products are organic OR no customer contact
 - ☐ Regular surveys by store personnel to look for customer commingling
 - ☐ Organic product in contact with nonorganic product is immediately removed from display and discarded
 - ☐ Organic product in contact with nonorganic product is immediately removed from display and sold as nonorganic
 - ☐ Other (describe): _____
- 5) Where commingling between organic and nonorganic is unavoidable due to customer handling (ex: shared grinders, scoops, salad bar), how are customers made aware of the risk to organic integrity?
- ☐ Not applicable, no shared equipment OR no customer contact
 - ☐ Signs or labels inform consumers that organic status is lost when processed on shared (organic and nonorganic) equipment.
Submit sample to CCOF for review.
 - ☐ Other (describe): _____

D. Water and Water Additives

Water used in organic production must be potable and meet Safe Drinking Water Act (SDWA) standards.

- 1) Is water used as an ingredient or do you use water to wash organic products?
- ☐ No. **Skip to question E4.**
 - ☐ Yes. Complete this section.
- 2) If you treat water on-site (ex: Reverse Osmosis, UV, carbon filtration, water softeners, pH adjustment), does treated water meet Safe Drinking Water Act Standards? Contact treatment manufacturer if you are unsure.
- ☐ Yes. *CCOF may request documentation that treated water meets Safe Drinking Water Act standards.*
 - ☐ Not applicable, water is not treated.
- 3) For water used to wash organic products, do you add any materials to the water, ex: peracetic acid, hydrogen peroxide, chlorine?
- ☐ No, no materials added to wash water. **Skip to question E4.**
 - ☐ Yes. List materials on your [Handler Materials Application \(OSP Materials List\)](#).
- a) 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.
- i. If yes, do products undergo a final fresh water 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
- 4) If you use steam, does steam contact organic products or interior of packaging?
- ☐ No. **Skip to section F.**
 - ☐ Yes
- a) If yes, describe how steam is used, ex: steam cooking of product, interior of packaging steam application.
- _____
- b) If yes, and boiler chemicals are used, list materials on your [Handler Materials Application \(OSP Materials List\)](#).
- ☐ Attached
 - ☐ Not applicable, no boiler chemicals used
- c) If volatile boiler chemicals are used, describe how you prevent organic products from contacting volatile boiler chemicals, e.g., by shutting off boiler chemical feed prior to organic runs (specify # of hours) and conducting condensate tests: ☐ Attached
- _____





E. Equipment Cleaning and Sanitation

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

- 1) Indicate below all cleaning and sanitation practices of equipment and surfaces that contact organic products during **receiving, handling, processing, transport, storage, repacking, packaging, or display** (ex: carts, lugs, RPCs, containers, Hobart, tongs, shelf liners, dividers, bulk bins, scoops, scales). Include equipment cleaning and sanitization that happens before organic processing. You may provide this information as an attachment (ex: operations manual or SSOP for organic): ☐ Attached

- ☐ 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: _____

- 3) How do you ensure cleaner and sanitizer residues are removed from organic contact surfaces? List each material on your [Handler Materials Application \(OSP Materials List\)](#).

- ☐ 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) 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): _____

- 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 [Handler Materials Application \(OSP Materials List\)](#).

- 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 [Handler Materials Application \(OSP Materials List\)](#). ☐ 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.





- 4) Are National List materials sufficient to prevent or control pests in organic production and storage areas?
☐ Yes ☐ Not applicable, none used ☐ No, other pest control materials needed
- 5) 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 [Handler Materials Application \(OSP Materials List\)](#).
☐ Letter of justification attached, see [example](#) on CCOF website ☐ Not applicable, no non-National List materials used
-
- 6) How do you prevent pest control materials applied via fumigation, fogging, and/or spray from contaminating organic products, ingredients, and packaging materials? Select all that apply.
You must protect organic production areas, products, and packaging from contamination from all facility pest control materials.
☐ Not applicable, no fumigation, fog, or spray used
☐ Remove organic product and packaging from areas to be treated
☐ Cover equipment used for organic handling during treatment
☐ Other (describe): _____
-
- 7) After fumigation, fogging or spray, how do you ensure pest control materials are removed from any equipment present during fumigation or fogging? Select all that apply.
You must protect organic products from contamination from all facility pest control materials.
☐ Not applicable, no fumigation, fogging, or spraying
☐ Not applicable, no equipment present during fumigation/fogging
☐ Wash and rinse organic contact surfaces after treatment
☐ Purge equipment with nonorganic product after treatment (describe): _____
☐ Other (describe): _____
-
- 8) How do you record pest control material use and measures taken to protect organic products or packaging? Select all that apply.
You must document pest control activities and protection of organic.
☐ Pesticide Use Log ☐ Log describing removal/reentry of products and packaging ☐ Purge log
☐ Other (describe): _____
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