



Operation Name: _____ **Date:** _____

Facility covered by this Plan (If different from operation name): _____

► For your convenience, an E-form version of this section/document is available online at www.ccof.org/forms.php

A. IF YOU ARE RESPONSIBLE FOR HARVEST AND/OR TRANSPORTATION FROM THE FIELD COMPLETE SECTION G6.1 Not applicable Attached

B. RECEIVING INCOMING INGREDIENTS OR RAW PRODUCTS

- 1) In what forms are incoming products received (check all that apply):
- | | | | |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> Cardboard or fiber drums | <input type="checkbox"/> Cardboard tri-walls or tote boxes | <input type="checkbox"/> Plastic lined drums | <input type="checkbox"/> Metal drum |
| <input type="checkbox"/> Unlined drums | <input type="checkbox"/> Plastic crate | <input type="checkbox"/> Tote bags | <input type="checkbox"/> Paper bags |
| <input type="checkbox"/> Mesh bags | <input type="checkbox"/> Dry bulk | <input type="checkbox"/> Liquid bulk | <input type="checkbox"/> Other: _____ |

2) How are incoming products transported? _____

3) Who arranged for incoming transportation? _____

4) Have transport companies been notified in writing of organic handling requirements? Yes No

a) If no, explain: _____

5) If organic products are received at the same time and in the same vehicle as nonorganic products, what steps are taken to segregate organic products?

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Not applicable | <input type="checkbox"/> Use of pallets | <input type="checkbox"/> Pallet tags |
| <input type="checkbox"/> Organic product sealed or shrink wrapped | <input type="checkbox"/> Separate area in vehicle | |
| <input type="checkbox"/> Other: _____ | | |

6) If products are graded or sampled at receiving, how do you ensure that grading equipment does not commingle organic and nonorganic products?

- | | | |
|---|---|---|
| <input type="checkbox"/> Not applicable | <input type="checkbox"/> Separate grading station for organic | <input type="checkbox"/> Clean probes between samples |
| <input type="checkbox"/> Other: _____ | | |

7) How do you ensure organic products are not commingled with nonorganic products during storage?

- | | |
|---|---|
| <input type="checkbox"/> All storage areas are dedicated to, and identified as, organic | <input type="checkbox"/> Bulk storage areas cleaned before receiving organic products |
| <input type="checkbox"/> All products in closed, labeled containers | <input type="checkbox"/> Other: _____ |

a) If bulk storage areas are cleaned, is cleaning recorded? Yes No

C. OFF SITE STORAGE Not applicable

1) List off-site facilities (or attach a list) used for storage or consolidation of organic products. Attached

Name	Address	Phone	Certifier	CCOF use Only



D. WATER USE Not applicable

1) How is water used in this facility?

- Ingredients Processing Aid Cooking Cooling Cleaning equipment
- Cleaning organic products Products Transport (flume) Other (list): _____

2) Source of water: Municipal On-site well Other (list): _____

3) Do you add any substances to the water? Yes No

a) if yes, list substance and attach label or page 1 of MSDS*: _____ MSDS Attached

*MSDS: Material safety Data Sheets

4) If chlorine is added, how do you ensure that water meets the restriction stated below

**Chlorine is allowed for disinfecting and sanitizing food contact surfaces. Residual chlorine concentration of water that is in contact with organic food may not exceed the maximum limits under the applicable regulations for safe drinking water*

Chlorine tests (List frequency): _____ Other: _____

b) ATTACH sample record used to document restriction is met. Record attached

E. BOILER CHEMICAL USE Not applicable

1) Does steam contact organic products? Yes No

a) If yes, attach list of boiler chemicals and page 1 of MSDS Attached

b) Describe how you prevent contact with volatile boiler chemicals when processing organic products. You may attach a sample log demonstrate activity.

F. ORGANIC & NONORGANIC PRODUCT COMMINGLING PREVENTION

1) List all equipment used in processing organic products Attached

Equipment Name	Cleaned before organic run? (Y/N)	Cleaning recorded? (Y/N)	Purged before organic? (Y/N/NA)	Purge recorded? (Y/N/NA)

2) If equipment is NOT cleaned or purged prior to each organic run, explain why not.

- Only organic product is run on this equipment Organic is only run first in the day, prior to non-organic
- Other (explain): _____

3) If equipment is cleaned or purged*, describe or attach SSOP explaining the cleaning/purge procedure including the quantity purged, where it goes, and how it is documented. Records will be verified on site. *Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned).



G. PACKAGING AND SHIPPING OF OUTBOUND PRODUCTS

Not applicable

1) Which packaging do you use?

- Natural Fiber Synthetic Fiber Paper Wood Glass Metal Foil Plastic
 Cardboard Sealed Aseptic Other:

a) Are all packaging materials free of prohibited materials such as fungicides? Yes No

b) is packaging reused after containing organic products? Yes No

c) if reused, how are organic products protected from contact with possible residues?

- Liners Packaging cleaned prior to organic use (describe):

2) Do you ship products in bulk?

Yes No

a) If Yes, in what packaging are outgoing products shipped? (check all that apply)

- Cardboard or fiber drums Plastic lined drums Unlined drums Metal drums
 Foil bags Tote bags Paper bags Cardboard triwalls or tote boxes
 Plastic Crates Mesh bags Dry Bulk Liquid Bulk
 Other:

b) Containers are: Open Closed

c) Are containers reused after containing nonorganic products? Yes No

d) If Yes, how are organic products protected from contact with possible residues?

- New liners Containers cleaned prior to organic use (describe):

3) How are organic products transported?:

a) Who arranges for outgoing transportation? Shipper Receiver

b) Are transport vehicles used to carry any prohibited material? Yes No

c) Have transport companies been notified in writing of organic handling requirements? Yes No

d) Are organic products shipped at the same time as nonorganic, in the same vehicles? Yes No

e) What steps are taken to segregate organic products?

- Organic products are clearly and noticeably marked Organic product is shrink wrapped Dedicated organic
 Separate Areas in vehicle Use of pallets Pallet tags
 Other:

H. PRODUCTS FOR EXPORT ONLY

Not applicable

1) Attach labels for export products if different from domestic labels Labels attached

Not applicable



I. CLEANING AND SANITATION SUMMARY

- 1) If you have an SSOP, attach a copy of **ONLY** the sections that cover organic food contact surfaces (production equipment, storage containers, transfer equipment, etc.). SSOP sections attached
- 2) Complete the following table: List all equipment with food contact surfaces used for organic production and describe the cleaning program for each piece of equipment.

Area/Equipment	Type of cleaning	Frequency	Product(s) used	Record kept ?

- 3) Are MSDS' for cleaners and sanitizers available for inspection? Yes No
- 4) How do you ensure no residues from prohibited cleaners and sanitizers remain on food contact surfaces?
 - Use non-residual sanitizers Rinsing Complete drying of chlorine or alcohol based sanitizers
 - Residue Testing, Type: pH Chlorine Quaternary Ammonia
 - Other: _____
- 5) Are cleaning and sanitation logs kept to demonstrate organic products are not contaminated by prohibited cleaning or sanitation materials? Yes No
 - a) if No, explain why not: _____
 - _____
 - _____



J. FACILITY PEST MANAGEMENT SUMMARY

- 1) Who is responsible for pest control in your facility?
 - In-house Contracted pest control service (name, phone): _____
- 2) Which pests are problematic in this facility: _____
- 3) Attach an 8.5 X 11" map showing where EACH type (mechanical or chemical) of pest control is used in your facility.
 - Map Attached

In the table below, check the basic preventative and mechanical control strategies used:

Strategy- Used for which type of pests:	Flying insects	Crawling insects	Rodents	Birds
Preventative practices				
Good sanitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removal of habitat areas, food sources, breeding areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanup of spilled product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sealed doors and/or windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screened windows, vents, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair of holes, cracks, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage above ground level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheet metal on building exterior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air curtains, air showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive air pressure in facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect ingredients for pests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection zones around interior perimeters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ultrasound, light devices, scare tactics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control temperature, humidity, or light levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical or physical control, lures or repellents				
Electrocuters, zappers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical traps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sticky traps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pheromones traps, lures <i>may not contact organic products</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repellents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freezing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



K. PEST CONTROL MATERIALS

Not applicable, no materials used.

1) Check pest control materials that you use:

Material	Brand Name	Used for which type of pest:			
		Flying insects	Crawling insects	Rodents	Birds
Carbon dioxide		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nitrogen gas		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vitamin D3 bait		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boric acid		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diatomaceous earth		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soap products		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:					

2) List other pest control material(s) used :

Brand Name	Target Pest(s)	Method of application	Location

3) Justify (or attach an explanation) why each material listed in (2) above must be used.

Attached

4) Attach page 1 of label(s) for pest control materials used, as indicated in (2) above, including manufacturer and ingredients.

Attached

5) How do you prevent pesticides from contacting organic products, ingredients, or packaging materials?

Remove product from areas to be treated

Wash and rinse food contact surfaces after treatment

Cover equipment used for food handling

Purge equipment with nonorganic product

Bait contained in secured stations

Other (explain): _____

Cover organic products (explain): _____

6) What records document pesticide use and measures taken to protect organic products or packaging?

Pesticide Use Log

Log describing activities

Purge log

Cover equipment used for food handling

Purge equipment with nonorganic product

Other (describe): _____