Organic Handler Certification Support Package

This packet was created to help you find resources, understand certification issues, maintain compliance with organic standards, and ensure your continued certification with CCOF. It contains information about the organic certification process, answers to common questions, and sample forms to assist you with meeting record keeping requirements. The sample forms can be copied and included as part of your Organic System Plan (OSP) and/or used throughout the year and made available at your inspection for review. Feel free to adapt them as necessary to meet the specifics of your operation.

Basic requirements for Processor/Handler certification

Organic certification is like links in a chain. Every step, from farm to table, must be included in a certified link.

In Processor/Handler certification both a product and the facility within which it is processed, packaged, or labeled must be certified. This may all be done under a single certification or fall into a number of different certification links, e.g., product owner, co-packer, distributor, etc.

There are two primary levels of certification for processed products:

- In order to carry the USDA logo at least 95% of the ingredients in a product must be certified organic and uncertified ingredients must be specifically allowed under the National Organic Program standards.
- Products that contain 70% to 94% certified organic ingredients and don’t contain any ingredient prohibited certified organic products can be certified, and will carry their certifier’s logo but not the USDA logo.

The USDA NOP has specific labeling requirements for both of these levels of certification. You can find those requirements in the Organic Labeling Flyer in this support packet.

For a facility to be certified to process, package, or label organic products it must have policies, practices, and procedures in place to ensure there is no comingling or cross-contamination with any non-certified ingredient or material from the time the individual ingredients are received until the final product is fully processed and packaged.

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Organic Processors/Handlers

CERTIFICATION TIPS FOR SUCCESS

Notify CCOF of changes to your Organic System Plan that may affect compliance.

Organic System Plan (OSP) changes may include new locations, labels or products, types of processing, application of prohibited substances, or positive residue tests. Submit changes to processes, procedures, or practices where you are unsure if you are meeting organic standards by updating your forms or contacting us. Minor updates can be made at inspection. Search for OSP forms at www.ccof.org/documents.

(NOP § 205.400)

Keep organic certificates for approved suppliers onsite.

Remember to look for:

» An issue date from within the last year
» Reference to “NOP” or “USDA organic standards”
» A current “profile” or “summary” listing specific products and brands, if applicable

(NOP § 205.201; 205.404; 205.406(d))

Always submit labels for review before printing.

Use CCOF’s helpful labeling tools:
www.ccof.org/documents/develop-compliant-organic-labels
www.ccof.org/documents/organic-labeling-guidelines

(NOP § 205 Subpart D)

Record all organic activities and keep documents for at least five years.

Your inspector will review your records to verify purchases, production, and sales that demonstrate compliance with organic standards.

(NOP § 205.103)

See other side for grower/producer tips »
Six Simple Steps to
DEVELOP COMPLIANT ORGANIC LABELS

Understanding Common Labeling Issues
The USDA labeling standards were formally implemented in the fall of 2002. These rules dictate how you may design your certified product label. Some of the most common labeling mistakes CCOF sees include:

- Wrong USDA seal color
- Incorrect size of USDA and certifier seals
- Incorrect product claims
- Not listing organic ingredients
- Certifier name missing or in the wrong location
- Printing before certifier has approved the label

Labeling noncompliances add unnecessary costs such as a longer inspection, staff time to respond to noncompliances, changing printing plates, and regulatory exposure of the brand and company. Severe labeling issues can include the cost of disposing of noncompliant label stock, or labor costs associated with modifying existing labeling stock. Lastly, major issues can result in substantial fines or suspension of certification.

1 The Product’s Composition Determines the Claim
The USDA has defined three categories of organic products: “100% Organic,” “Organic,” and “Made with Organic ...”. Before you create your label, your company must calculate the exact organic composition for each of your product formulations. The actual organic content of each ingredient must be taken into account. Salt and water are excluded from the calculation and the final percentage is rounded down. For information on how to do this, download our Organic Percentage Calculation Worksheet, found at www.ccof.org/documents.

Your product can make the following claim only if it meets these criteria:

» **100% Organic**
  - Each ingredient in the product must be 100% organic
  - Processing aids used in the manufacturing process must be organic

» **Organic (≥95%)**
  - Organic content must be at least 95%
  - Non-organic ingredients must be on the National List
  - Processing aids must be on list of allowed materials

» **Made With Organic (≥70%)**
  - Organic content must be at least 70%
  - Processing aids must be on list of allowed materials

2 Identify the Organic Certification Agency
The USDA NOP standards require that the name of the certifier of the product be displayed on the information panel.

- Copy should include “Certified Organic by (Certifier).” You can use the certifier’s full name or their recognized acronym. Or, you can use the certifier’s seal, instead of their name, preceded by the language “Certified Organic by (seal image).”

This copy must be placed below the name of the final product handler.
Identify the Organic Ingredients on the Ingredient Panel

For product formulas that are organic (≥95%), you must identify each organic ingredient in the finished product on the ingredient panel.

- The word “organic” can be included before each ingredient listed. Or, to save space, you can use an asterisk next to each organic ingredient and include a key beneath the list.
- If your product is 100% organic, you are not required to list each ingredient as organic on your label.

Correctly Format Percentage Statement and Claims*

Some companies choose to include a percentage statement of organic ingredients on the label. Of course, the percent statement must not be more than the actual organic content. You can include additional graphic design treatments such as banners or starbursts. However, you must adhere to the following graphic requirements:

- Font size must not exceed 1/2 the size of the largest type size on the panel. For example, if your logo type face is 24 point on the panel, your percent statement must be 12 point or smaller.
- Font must be uniform size, style, and color within the claim.

» The “Made with Organic ...” statement can be anywhere on the label. The graphics must:
  - Not exceed 1/2 the size of the largest type size on the panel.
  - Be uniform size, style, and color within the claim.

» The statement “Made with Organic” must be followed by:
  - Up to three actual ingredients.
  - Up to three actual food groups.

» In the “Made with Organic ...” statement, the named ingredients or all ingredients in the food groups must be organic.

* Step 4 is optional, or only applies to products of a certain composition. Read the step carefully and skip it if it doesn’t apply to your product.
Show Correct USDA and Certification Agency Seals

» If Using the USDA Seal
The USDA seal (optional) is only allowed on products with a “100% Organic” or “Organic” (≥95%) claim. It cannot be used on products labeled “Made with Organic (specified ingredients).” The USDA seal can be displayed anywhere on the package.

The USDA four color seal must be on a white background.
- Brown = PMS 175
- Green = PMS 348

If you do not use the colored seal, you can use the black seal. The black seal is the only other approved color and must be on a background that is white or transparent.

» If Using the Certifier Seal
You may display the certifier seal on any product with a “100% Organic,” “Organic,” or “Made with Organic (specified ingredients)” claim (optional). The certifier seal can be placed anywhere on the label, but must not be more prominent than the USDA seal.

CCOF green and yellow seal (preferred).
- Green = PMS 357
- Yellow = PMS 130

CCOF one color seal can be any color.

Send Labels to the Certification Agency for Approval

All labels must be approved by CCOF. Once your label is designed, you must submit it to CCOF or your certifier for their review, and obtain their approval before you order prints. If your certifier requests changes, you must re-submit the revised label for approval. Also, it is a good practice to request final approval in writing and place a copy in your records. Following these steps will help you avoid printing labels with mistakes.

Other Product Labeling Information & Resources

» NonRetail Bulk Labels
You are required to display a production lot code to enable traceability. It is optional to include the following: organic composition claim; “Certified Organic by” statement; certifier seal; USDA seal. CCOF recommends that you indicate “organic” on bulk packaging so handlers downstream can help maintain organic integrity of the product.

» Alcoholic Beverages
Alcoholic beverages do not require ingredient statements. There are specific alcohol labeling guides on the CCOF website and the TTB website.

» Promotional Materials
The same labeling rules apply to signage, store displays, promotional fliers, and your website. If your retailers or creative partners are responsible for producing these, be sure they know the requirements.

Additional Information & Resources
Visit www.ams.usda.gov for information on:
- USDA NOP Label Standards §205.300 to 205.311: NOP Subpart D - Labels, Labeling, and Market Information
- Watch for changes to the “Made with Organic” regulations: USDA NOP

About Our Partners
These guidelines were created in collaboration with Organic Education Solutions LLC, who offers training programs and services to support organic businesses, and Foerstel, a strategic branding and design firm who designed the mock labels.

Visit www.ccof.org/education to learn about CCOF’s organic education programs.
**ORGANIC LABELING GUIDELINES**

**For All Labels**
For complete organic labeling regulations, please refer to Sections §205.303, §205.304, §205.307 and §205.311 of the USDA Organic Standards. All labels must be approved by CCOF.

**For Retail Labels**
Refer to this chart:

![IF YOUR PRODUCT IS...](image)

- **<5,000 Organic Income; <70% Organic Content; Broker, Trader, Retailer**
  - **CANNOT** include "Certified Organic by (CCOF name/logo)" below handler/distributor name and information
  - **CANNOT** include USDA seal
  - **CANNOT** include Certifier seal
  - **MAY** include Percent Organic Content on Information Panel
  - **Small Operations & Retailers MAY** include "Organic" claim on Principal Display Panel

- **>70% Organic Content, Allowed Processing Aids**
  - **MUST** include "Certified Organic by (CCOF name/logo)" directly below handler/distributor name and information
  - **MUST** describe organic ingredients as organic in ingredient statement
  - **CANNOT** include USDA seal
  - **MAY** include Certifier seal
  - **MAY** include Percent Organic Content on Information Panel and/or Principal Display Panel
  - **CANNOT** include "Organic" claim
  - **MAY** include "Made with Organic (specified ingredients)" claim
  - **MUST** include "100% Organic" claim

- **>95% Organic Content; Allowed Processing Aids**
  - **MUST** include "Certified Organic by (CCOF name/logo)" directly below handler/distributor name and information
  - **MUST** describe organic ingredients as organic in ingredient statement
  - **MUST** include USDA seal
  - **MAY** include Certifier seal
  - **MAY** include Percent Organic Content on Information Panel and/or Principal Display Panel
  - **MAY** include "Organic" claim
  - **CANNOT** include "100% Organic" claim

- **100% Organic**
  - **MUST** include "Certified Organic by (CCOF name/logo)" directly below handler/distributor name and information
  - **MAY** describe organic ingredients as organic in ingredient statement
  - **MAY** include USDA seal
  - **MAY** include Certifier seal
  - **MAY** include Percent Organic Content on Information Panel and/or Principal Display Panel
  - **MAY** include "Organic" claim
  - **MAY** include "100% Organic" claim

**For Wine Labels**
Unique requirements apply. Visit [www.ccof.org](http://www.ccof.org) and search “Wine Labeling Guide.”

**For Nonretail Containers**
Nonretail containers include produce boxes, bulk products, etc. The following applies to containers for products certified as either “Organic” or “100% Organic.”

- **MUST** display production lot number if the operation uses a lot numbering system.
- **MAY** include “Certified Organic by CCOF,” the USDA seal, the Certifier seal, and/or the appropriate organic claim. Use of these elements is encouraged to ensure identification of organic products.

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1. Only applies to products with <70% organic content, if they also identify ingredients as organic. §205.303(a)(2), §205.305(a)(2)
2. Only applies to products produced by an operation that makes less than $5,000 a year organic income, or is excluded, or is a retail establishment that does not process organic products (grocery departments); or a handling operation that processes ready-to-eat foods (retail deli). §205.303(a)(2)
3. The size of the percentage statement must not exceed one-half the size of the largest type on the panel and which appears in its entirety in the same type size, style and color without highlighting. §205.304(a)(1)
4. The USDA seal must replicate the form and design as shown above and must be printed: on a white background with a brown outer circle and with the term, “USDA,” in green overlaying a white upper semicircle and with the term, “organic,” in white overlaying the green lower half circle; on a white or transparent background with black outer circle and black “USDA” on a white or transparent upper half of the circle with a contrasting white or transparent “organic” on the black lower half circle. The green or black lower half circle may have four light lines running from left to right and disappearing at the point on the right horizon to resemble a cultivated field. §205.311(b)
5. If displaying both the USDA seal and the Certifier seal, the USDA seal must be more prominent. §205.303(a)(2)
Additional FAQs can be found online at www.ccof.org/faqs

Stay informed on certification news: www.ccof.org/certification-news

Q: How much does organic certification with CCOF cost?
A: CCOF certification is priced to provide superior value and to allow new farms, processors, and other businesses to easily enter the organic marketplace. Ongoing certification costs are based on an annual fee and the cost of the annual inspection. There is also a one-time, non-refundable application fee.

Small farms and processors are routinely certified for between $600 and $1,200. Please contact us for an individual estimate. Additional detailed information can be found in our certification fees and renewal information: www.ccof.org/certification/fees

If you need help paying for certification please read our financial assistance page: www.ccof.org/certification/fees/financial-assistance

Q: How do I control certification costs?
A: CCOF certification offers comprehensive services at a minimal cost to our clients. We understand that keeping certification costs down is important to our clients. The following tips are great ways to save time and money:

- Have your paperwork organized and prepared for your annual inspections.
- Respond to CCOF Request for Information letters in a timely manner to avoid noncompliance fees.
- Pay your annual fees on time.
- Submit your annual renewal contract on time.
- Submit paperwork for adding new acreage or facilities at least 90 days in advance of the date certification is needed.
- Submit updates to your OSP 3 weeks in advance of your need for a response to eliminate the need for rush review fees.

Q: How long does organic certification take?
A: Certification typically requires six to 10 weeks; less for special cases. We generally recommend that you begin the process at least 90 days before harvest or launch of your organic line.

The length of time depends on a number of factors:

- How complete the application is when submitted
- The complexity of your operation
- How quickly you respond to any requests for information that arise during the review process

CCOF understands that you may be pressed for time or require certification by a certain deadline. In these cases, we are pleased to pull out all the stops and provide expedited services that meet your deadline. Please review our Expedited Certification Program (www.ccof.org/documents/expedited-certification-program) if you are short on time. In many cases we have reduced the timeline by several weeks and ensured the client's success.
**Q: What is the Organic System Plan (OSP)?**

**A:** The certification application is called an Organic System Plan (OSP). A complete OSP is required by the National Organic Program (NOP). The OSP is a detailed description of the practices and procedures used by your operation to produce organic goods. Clients update their OSP as changes occur.

CCOF has developed a straightforward, comprehensive OSP as part of our organic certification application. The OSP leads you through the standards and addresses common production questions and concerns.

This document acts as an agreement between you and CCOF. It defines how you remain in compliance with organic standards and explains what you do, how you do it, and what you use to do it with. During your pre-certification and annual inspections, your CCOF inspector will verify that what you do in practice matches what is in your OSP.

**Q: Why do I need an Organic Inspection?**

**A:** Organic inspections confirm that your operation meets the NOP standards and regulations both before you are certified and every year after for as long as you remain certified. Inspectors do this by confirming that what you say in your application, called an Organic System Plan (OSP), is what you are doing in practice. A CCOF-qualified inspector will conduct the inspection in an efficient manner and will file an inspection report with CCOF, which follows your OSP line by line.

Preparing for Organic Inspection is an excellent, low-cost publication from NCAT’s Sustainable Agriculture Project ([https://attra.ncat.org](https://attra.ncat.org)) that includes checklists and other resources for those seeking assistance with inspection preparation.

You can reduce and control the cost of inspections in a variety of ways.

**Inspections for New Applicants**

In your Organic System Plan (OSP), you explain what you do, how you do it, and what you use to do it. Once CCOF receives and reviews your application, an experienced inspector in your area is assigned to your inspection. Your inspector will contact you to set up a mutually agreeable time for your inspection.

The inspector will verify that your practices comply with the National Organic Program (NOP) and any international requirements you request. This is done by verifying that your OSP accurately depicts your practices and procedures.

**Inspections for Existing Clients**

Currently certified operations will be annually assigned an inspection. If you are concerned about when your inspection will occur or who your inspector is, contact your Certification Service Specialist.

**Q: Where can I find organic ingredients for my products?**

**A:** Looking for organic ingredients? You can find the products produced and processed by CCOF members in our searchable online Organic Directory: [www.ccof.org/directory](http://www.ccof.org/directory)

The following resources will help guide you in finding other sources of organic ingredients, growers, and manufacturers as well as organic suitable ingredients.

  - Organic Trade Association (OTA) is a membership-based business association that focuses on the organic business community in North America

  - One of the largest international databases concerning biological production
Q: What is the “National List for processed products?
A: The National List is the list of non-organic materials you are allowed to use as ingredients, additives, or processing aids in your organic products. For processors this includes materials such as yeast, citric acid, baking soda, diatomaceous earth, and others. Only non-organic ingredients and processing aids included on the National List may be used in and on your products. CCOF must approve the use of all ingredients and processing aids prior to use to protect you from inadvertent and costly mistakes.

The National List for processed products can be found in sections 205.605 and 205.606 of the National Organic Program Standards (www.ccof.org/documents/nop-standards-manual). 205.605 is a list of non-agricultural materials that may be used in or on organic products. 205.606 is a list of non-organic agricultural ingredients that may be used if they are not commercially available as organic. The National List is also available by visiting the National Organic Program website www.ams.usda.gov/AMSv1.0/nop

- To be eligible for an “Organic” label claim, a product must contain less than 5% of materials found on the National List.
- To be eligible for a “Made with Organic (specific foods or food groups)” label claim, a product must contain less than 30% non-agricultural materials included on 205.605 and any non-organic agricultural ingredient. 205.606 does not apply to products in this label category.

To demonstrate that an agricultural ingredient listed on 205.606 is not commercially available in organic form you may visit the CCOF Organic Directory (www.ccof.org/directory), 606 Organic commercial availability website (www.606organic.com), or Organic Trade Association Organic Pages directory (www.theorganicpages.com/topo/index.html). Contact inbox@ccof.org if you have more questions on how to determine if a non-organic material can be used in your product.

Q: What non-organic ingredients/materials can I use in or on my organic product?
A: The National List is the definitive source for allowed materials. However, several agencies and organizations create comprehensive lists of brand name products and ingredients that may be used in organic processing. Among them are the Organic Materials Review Institute (OMRI) and the Washington State Department of Agriculture. All materials must be approved by CCOF before use.

Section 205.605 of the National List lists the non-agricultural items that can be used in organic products. Some items listed on the National List appear with restrictions or “annotations” that must be followed. Non-organic ingredients and processing aids used in organic products must be produced or handled without the use of genetically engineered organisms, irradiation, or sewage sludge and must not contain prohibited materials. Furthermore section 205.606 of the National List lists the agricultural

Additional FAQs can be found online at www.ccof.org/tags
items that can be used in an “organic” labeled product when deemed not commercially available in an organic form.

Q: Can I make a certified organic product in an uncertified facility?  
A: No, but you can easily add an uncertified facility location to your own certification! Facilities where organic product is made must be inspected and approved by your certifier before product may be sold as organic. All products labeled as organic must be produced in an inspected and certified organic facility.


Q: I process organic and non-organic products. What additional measures do I need to take?  
A: You must protect organic integrity during receiving, storage, processing, packaging, and transportation. Many certified operations process both organic and non-organic products without any difficulty. These operations are referred to as “mixed” operations. Mixed operations are responsible for protecting organic ingredients and products throughout production. This is done by preventing commingling of organic and nonorganic ingredients and contamination of organic ingredients with prohibited sanitizers, processing aids, and pest control materials.

CCOF’s H4.0 Organic Practices form (www.ccof.org/documents/h40-organic-practices) asks specific questions about how you will protect organic integrity. This is often accomplished by separate storage shelving or storage rooms, clear signage, labels, cleaning records, and other system-level approaches in the facility. Some operations do a thorough cleaning or purging in between runs or have dedicated organic runs prior to non-organic.

Q: What cleaners or sanitizers can I use?  
A: CCOF cannot recommend any specific cleaners or sanitizers. Processors/handlers are permitted to use any sanitizer allowed for cleaning food contact surfaces as long as the sanitizer does not leave a residue and does not come in contact with organic products. Sanitizers that contact organic products must be on the National List (205.605). The National List (205.600-205.606) is available by visiting the National Organic Program website (www.ams.usda.gov/AMSv1.0/nop) or by downloading the USDA National Organic Standards, 7 CFR Part 205 www.ccof.org/documents/nop-standards-manual.

There are a few sanitizing agents listed specifically on 205.605 as allowed for cleaning of equipment and/or direct food contact. Chlorine, peroxyacetic acid, hydrogen peroxide and ozone are a few with particular annotations.

All sanitizers and cleaners must be reviewed by CCOF before use. To have a sanitizer or cleaner reviewed by CCOF, submit a label listing the ingredients to inbox@ccof.org. Once approved by CCOF, the material should be added to your Organic System Plan (OSP).

Q: How do I control pests in my facility?  
A: The National Organic Program (NOP) outlines a specific order of pest control methods in areas where organic products are processed, handled, or stored.

1. First use preventative measures such as good sanitation, then mechanical measures, such as mechanical, sticky, or pheromone traps.
2. If preventative and mechanical measures do not adequately control pests, you may use NOP allowed materials from the National List, including carbon dioxide, nitrogen, Vitamin D3 bait, boric acid, diatomaceous earth, or soap products.
3. If preventative, mechanical and National List materials are not effective, you may use **synthetic pesticides**. You must notify CCOF before you use synthetic pest control materials by providing the following information:

- Product labels for all pest control materials used in organic production or storage areas.
- A letter of justification from your pest control company for its use explaining why you are unable to use National List materials.

All pest control plans and materials must be approved by CCOF before implementation. Pest control records should be onsite and available for inspection. There are no NOP restrictions on the use of synthetic materials outside your facility or in non-organic production areas. Once approved by CCOF, the material should be added to your Organic System Plan (OSP).

**Q: What is an audit trail?**

**A:** The best way to imagine an audit trail is to think of a food safety product recall. If you found out that a specific lot of an organic ingredient was contaminated, you would use your recordkeeping system to determine which final batches of product that ingredient went into. An audit trail is the collection of documents that would allow you to do that.

Your audit trail documents should show the purchase and use of organic products in addition to showing how much finished product was produced and sold. Records should disclose all of your activities and transactions with enough detail to be readily understood and audited.

Records must be available onsite during normal business hours so that authorized state and certifying agents can verify your compliance with the National Organic Program standards. You must maintain records for a minimum of five years.

**Q: How can I prepare for the audit trail portion of my inspection?**

**A:** Your inspector will probably focus on records from the past year, but records for five years should be accessible as well.

- Growers should prepare a copy of your Organic Farm Input Report (OFIR) to show all inputs going back to the last inspection. If there are many redundant input applications, you may prepare a summary OFIR that lists each material applied.
- Mixed operations (organic and non-organic) should separate organic records so they are more accessible and easy to understand.
- Processors and handlers must be prepared to track final products back through processing stages to starting ingredients.

The inspector must understand the audit trail before s/he can test it. Frequently, inspectors have asked a lot of questions to understand an audit trail. Be prepared to explain how your audit trail works. Prepare a flow chart if your audit trail is complex. Teach the inspector how your records work; this will make their job easier and faster.

**Q: What is a lot number?**

**A:** A lot number is a tracking system that links the organic product back to the farmer or incoming ingredient. The lot numbering system provides critical information regarding the origin of the products being used by processors/handlers, especially in the age of increased food safety requirements.

Both incoming and outgoing products should include lot numbers to allow both recall and ingredient tracking throughout the system. Common outgoing lot numbers include production dates, roasting or best by dates, and sequential numbering systems.

- Outgoing lot numbers should be linked to production logs or batch sheets.
- Production logs or batch sheets should link to incoming ingredients through incoming ingredient lot numbers.

Additional FAQs can be found online at [www.ccof.org/faqs](http://www.ccof.org/faqs)
- Incoming ingredient lot numbers may be created by the manufacturer and listed on the package, or you may need to develop your own system.
- Incoming ingredient lot numbers should link to packing slips, BOL, PO, or other documents associated with incoming ingredients. If lot numbers are not listed on the documentation, you must maintain a record that links lot numbers to the original packing slip, BOL, or PO.
Organic and Food Safety Consultants

Need outside help? CCOF cannot actively consult with its clients regarding organic certification compliance. We do offer a list of organic consultants and agricultural advisors as a resource. This list includes names and contact information as well as a description of the services each consultant provides. Organic consultants work in a variety of areas and can help with preparation of your Organic System Plan and addressing complicated regulatory issues. Visit [www.ccof.org](http://www.ccof.org) for the most current list of consultants.

**Organic Consultants**

<table>
<thead>
<tr>
<th>Name and Description</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Christie Organic Consultants</td>
<td>Lois Christie 1119 S. Mission Rd. #245 Fallbrook, CA 92028 (760) 723-3775 <a href="mailto:lois@christieorganic.com">lois@christieorganic.com</a> <a href="http://www.christieorganic.com">www.christieorganic.com</a> <strong>Service Area:</strong> Worldwide, specializing in the U.S and Mexico.</td>
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<tr>
<td>Having worked both for major Organic Certification agencies as an inspector, reviewer and certification representative, and as an independent organic consultant with a prominent consulting firm, anything from the most humble farm to the most complex multi-ingredient processing and packing operations, Lois Christie has seen it all from both sides, making Christie Organic Consultants uniquely qualified to assist you with all things organic. Lois is well versed in the regulations and requirements for the USDA National Organic Program (NOP), as well as many international standards such as Canada, the EU, Japan and Switzerland. <strong>Specialization:</strong> Growers, Livestock, Processor/Handler (including co-packers), Personal Care Products, retail, restaurants. <strong>Languages:</strong> English, Spanish</td>
<td></td>
</tr>
<tr>
<td>Daniel Giacomini</td>
<td>Daniel Giacomini P.O. Box 354 Middletown, CA 94561 (707) 987-9184 <a href="mailto:dg.giacomini@gmail.com">dg.giacomini@gmail.com</a></td>
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<tr>
<td>Independent nutritional and dairy management consultant for 25 years focusing on both conventional and certified organic dairy operations. Developed a process to customize nutritional and management programs for dairy farmers and the dairy feed industry while working to create a greater interface between industry and the dairy farmer - particularly certified organic dairy farmers. <strong>Specialization:</strong> Livestock (dairy)</td>
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<tr>
<td>Dr. Joe Montecalvo</td>
<td>Dr. Joe Montecalvo 510 Fresno Ave. Morro Bay, CA 93442 (805) 772-3574 <a href="mailto:montecalvo@charter.net">montecalvo@charter.net</a> <strong>Service Area:</strong> U.S./International</td>
</tr>
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<td>Consulting- Specializes in all aspects of handler and food processing certification requirements for USDA-NOP, EU, and export to Japan and Canada compliance requirement. Has served as both an inspector and consultant to the organic food processing industry since 1993. Also specializes in organic food safety, HACCP assessments and optimization of plant sanitation operations and employee training in all areas of organic food safety. <strong>Specialization:</strong> Processor/Handler</td>
<td></td>
</tr>
<tr>
<td>Ehlert Organics, Inc.</td>
<td>Fred Ehlert 12194 E. Amherst Cir. Aurora, CA 80014 (303) 695-5174 <a href="mailto:termitefred@comcast.net">termitefred@comcast.net</a></td>
</tr>
<tr>
<td>Expert in organic fiber certification issues in addition to all aspects of organic food and processing. <strong>Specialization:</strong> Processor/Handler (fiber)</td>
<td></td>
</tr>
</tbody>
</table>

A current list of organic consultants can also be found at [www.ccof.org](http://www.ccof.org)
<table>
<thead>
<tr>
<th>Name and Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Four Seasons Ag Consulting</strong></td>
<td><strong>Cindy Lashbrook, Bill Thompson</strong></td>
</tr>
<tr>
<td>Farming organically ourselves since 1989, we help develop Farm Plans and OSPs. We also provide full service monitoring and recommendations for pest, disease and weed management and fertility needs.</td>
<td>12230 Livingston Cressey Rd. Livingston, CA 95334 (209) 761-0081 <a href="mailto:foursea@clearwire.net">foursea@clearwire.net</a></td>
</tr>
<tr>
<td><strong>Full Circle Consulting, LLC</strong></td>
<td><strong>Full Circle Consulting, LLC</strong></td>
</tr>
<tr>
<td>20 years of experience in the organic industry, with food safety emphasis [GFSI, GMP, HACCP]. Services include organic compliance assessment, organic system plan development, certification application, employee training, inspection support, supplier/co-packer audits.</td>
<td>PO Box 165 Viroqua, WI 54665 (608) 206-6499 <a href="mailto:pattibd@gmail.com">pattibd@gmail.com</a></td>
</tr>
<tr>
<td><strong>Integrated Organic Services, Inc.</strong></td>
<td><strong>Cara Smiley</strong></td>
</tr>
<tr>
<td>Based in Mexico, we provide evaluation, development, training and verification to the following international organic standards to companies located in the USA, Mexico and Central and South America: NOP, COR, EU, JAS, IFOAM and CAAQ. We evaluate inputs for compliance to the NOP and translate the documentation required to obtain OMRI registration. We put our bilingual organic expertise at your disposal. Basado en México, proveemos evaluación, desarrollo, capacitación y verificación a las siguientes normas orgánicas internacionales a empresas ubicadas en los EEUU, México y Centro y Sur América: NOP, COR, EU, JAS, IFOAM y CAAQ. Evaluamos el cumplimiento de insumos al NOP y traducimos la documentación requerida para obtener el registro OMRI. Review &amp; translation of documents required to obtain OMRI registration of inputs &amp; materials. Internal on-site inspections. Development &amp; review of Standard Operating Procedures &amp; Logs (receiving, production, pest control, sanitation, etc.). Training programs. Review of ingredients &amp; materials. Development &amp; review of audit tracking systems. Revisión y traducción de documentos requeridos para obtener registro OMRI para insumos y materiales. Inspecciones internas de instalaciones. Desarrollo y revisión de Procedimientos Estandarizados Escritos y Bitácoras (recepción, producción, control de plagas, limpieza, etc.). Programas de capacitación. Revisión de ingredientes y materiales. Desarrollo y revisión de sistemas de rastreo.</td>
<td>Oaxaca, Oaxaca, Mexico (831) 359-4096 045-951-228-3386 <a href="mailto:csmiley@integratedorganic.com">csmiley@integratedorganic.com</a> <a href="http://www.integratedorganic.com">www.integratedorganic.com</a></td>
</tr>
<tr>
<td><strong>Keep It Simple: Organic Solutions</strong></td>
<td><strong>Benjamin Lewis</strong></td>
</tr>
<tr>
<td>Because all operations are unique, I am dedicated to designing compliance systems that are tailored to meet the needs of your operation while being practical, manageable and above all simple. Because if it doesn’t work for you, it doesn’t work. As a full time organic inspector since 2006, I have completed over 1,200 inspections, encompassing grower, handler/processor, livestock and dairy operations. From trace-back audits to dry matter calculations, I have the necessary experience to reduce your paperwork burden while providing solid systems of documentation that will keep your certification efforts as efficient and hassle-free as possible.</td>
<td>201 2nd St. Davis, CA 95616 (530) 574-1407 <a href="mailto:SimpleOrganicSolutions@gmail.com">SimpleOrganicSolutions@gmail.com</a></td>
</tr>
<tr>
<td><strong>Mark Chass</strong></td>
<td><strong>Mark Chass</strong></td>
</tr>
<tr>
<td>Comprehensive certification and inspection experience since 1982.</td>
<td>P.O. Box 2161 Sebastopol, CA 95473 (707) 824-9544 <a href="mailto:markchass@comcast.net">markchass@comcast.net</a></td>
</tr>
<tr>
<td><strong>Specialization:</strong> Grower, Livestock, Processor/Handler</td>
<td><strong>Service Area:</strong> San Francisco Bay Area, Northern California</td>
</tr>
<tr>
<td><strong>Specialization:</strong> Grower</td>
<td><strong>Service Area:</strong> Central and Northern California</td>
</tr>
<tr>
<td><strong>Specialization:</strong> Grower</td>
<td><strong>Service Area:</strong> North America</td>
</tr>
<tr>
<td><strong>Specialization:</strong> Processing/Handling; Retailer; Broker/Trader; Co-Packer/Private Labeler</td>
<td><strong>Language:</strong> English, Spanish</td>
</tr>
<tr>
<td>Name and Description</td>
<td>Contact Information</td>
</tr>
<tr>
<td>----------------------</td>
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</tr>
</tbody>
</table>
| **Organic Consulting Firm (The)**  
Let The Organic Consulting Firm (The OCF) do the work for you! The OCF is an international company providing full service evaluation, development, training, and verification to organic standards, including USDA, JAS, Canada, EU, and others. The founders are active in today’s organic certification industry. The OCF will integrate organic compliance into existing procedures to create a complete customized Organic Systems Plan.  
**Specialization:** Grower, Processor/Handler, Livestock, Retail | **Karen Troxell, Shannon Murphy**  
30520 Rancho California Rd. Suite #107-101  
Temecula, CA 92591  
(951) 676-4395  
info@theocf.com  
www.TheOCF.com  
**Service Area:** Offices located in Southern California, traveling globally. |
| **Organic Education Solutions (OES), LLC**  
Organic Education Solutions offers premier trainings, products and consulting services to organic and food safety operators. Our goal is to increase your company’s compliance to industry requirements. We offer critical knowledge of best practices to improve the performance of your team and system and prevent common and costly mistakes. Visit us at our website and try our new training kit, “Keep It Organic” for organic processing employees.  
**Specialization:** Qualified for national and international organic and food safety programs for growers, livestock and processors. | **Krista Wanser**  
PO Box 104  
Dwight, NE 68635  
813-422-5533  
support@organiceducationsolutions.com  
www.organiceducationsolutions.com |
| **Organic Help**  
Organic certification consultant specializing in crops and processing. Services include assessment to USDA NOP and international standards compliancy. Offering complete Application and Organic System Plan development. Consulting with emphasis on support and education for the producer and staff.  
**Specialization:** Grower, Processor/Handler  
**Service Area:** Southern California | **Carol Cripe**  
32902 Lilac Road  
Valley Center, CA 92082  
carol_cripe@yahoo.com |
| **Organic Integrity International**  
Over 35 years of experience in organic handling, farming and consulting/training. Have worked in over 40 countries with governments, many of the largest organic companies in the world down to small start-ups. I am sure we can assist in bringing success to your certified organic endeavors.  
**Specialization:** Processor/Handler, Grower, Grower Groups, Retail  
**Languages:** Fluent in English and Spanish  
**Service Area:** World Wide | **Rick Martinez**  
1250 Chesapeake Dr.  
Odessa, FL 33556  
813-765-0282  
organicintegrity@msn.com |
| **Organic Systems International, Inc.**  
Specialist in farm and handler organic, food safety and quality compliance consulting and training. Quick delivery of high quality plans, streamlined and customized to the company’s needs. 20 years experience in organic audits. Currently enrolled at Utah State University for a Masters in Food Safety and Quality.  
**Specialization:** Grower, Livestock, Processor/Handler  
**Languages:** Fluent in French  
**Service Area:** World Wide | **Stanley Edwards**  
1665 N. 1770 E  
Logan, UT 84341  
208-354-4467  
stanley_edwards@comcast.net |
| **Purgatory Ventures**  
Organic certification consultant holding a California PCA license. Growers welcome!  
**Specialization:** Grower | **Christine Flannigan**  
50806 Bramble Lane  
Squaw Valley, CA 93675  
(559) 338-3138  
cflannigan1@gmail.com  
www.purgatoryventures.com  
**Service Area:** California counties of Fresno, Tulare, Madera, Kings |
| **Richard D. Siegel Law Offices**  
Agricultural lawyer in Washington, DC, for over 30 years, specializing in legal counsel and Federal government representation for organic food & fiber companies, ingredient companies, fertilizer and seed companies, associations and certifiers. Former Deputy Assistant Secretary, USDA.  
**Specialization:** Regulatory Assistance | **Richard Siegel**  
600 New Hampshire Ave. NW #500  
Washington, D.C. 20037  
(202) 518-6364  
(202) 234-3550  
rsiegel@rdslaw.net |
<table>
<thead>
<tr>
<th>Name and Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rick Falkenberg, Ph.D.</strong>&lt;br&gt;We simplify the certification process for you, no matter if you are experienced or a beginning organic producer, processor, trader, distributor, retailer or restaurateur. We can assist you in assuring that your organic facility, ingredient and product suppliers are fully compliant to standards such as the USA NOP 7 CFR Part 205, the European Union EEC 2092/91, the Japan JAS andIFOAM. <strong>Specialization:</strong> Processor/Handler, Retail</td>
<td><strong>Rick Falkenberg, Ph.D.</strong>&lt;br&gt;Turlock, CA 95382&lt;br&gt;(831) 596-3652&lt;br&gt;(888) 867-4137&lt;br&gt;<a href="mailto:falkenberg@sbcglobal.net">falkenberg@sbcglobal.net</a>&lt;br&gt;<strong>Service Area:</strong> California and Pacific Northwest</td>
</tr>
<tr>
<td><strong>Sheila Linderman</strong>&lt;br&gt;Organic certification and products specialist, with expertise in processing, farming, and personal care/cosmetics <strong>Specialization:</strong> Grower, Processor/Handler, Retail, Personal Care Products <strong>Languages:</strong> English, French, German, Italian, Spanish</td>
<td><strong>Sheila Linderman</strong>&lt;br&gt;24401 Highlander Road&lt;br&gt;West Hills, CA 9107&lt;br&gt;(818) 992-5094&lt;br&gt;<a href="mailto:sheila.linderman@sbcglobal.net">sheila.linderman@sbcglobal.net</a>&lt;br&gt;www.sheilalinderman.com&lt;br&gt;<strong>Service Area:</strong> US and Canada, EU (particularly France, Germany, Italy, Spain, UK), Morocco</td>
</tr>
<tr>
<td><strong>Simple Organic Solutions</strong>&lt;br&gt;Experts in processing and handling. SOS knows the regulations, understands the processing industry and can accommodate to your unique needs. <strong>Specialization:</strong> Processor/Handler, Personal Care Products</td>
<td><strong>Bob Durst</strong>&lt;br&gt;1873 Bulleard&lt;br&gt;Philomath, OR 97370&lt;br&gt;(541) 740-6490&lt;br&gt;<a href="mailto:BobD@SimpleOrganicSolutions.com">BobD@SimpleOrganicSolutions.com</a>&lt;br&gt;<a href="http://www.simpleorganicsolutions.com/">http://www.simpleorganicsolutions.com/</a></td>
</tr>
<tr>
<td><strong>Soporte Tecnococmercial de México SC/Agrosupport of Mexico</strong>&lt;br&gt;Experience in all aspects of handler and crop certification requirements for USDA-NOP, Organic Food Safety, HACCP assessments and optimization of plant sanitation operations, as well as employee training in all areas of organic food safety. <strong>Specialization:</strong> Technical and commercial support in the whole agricultural supply chain</td>
<td><strong>Eduardo Medina</strong>&lt;br&gt;Batlata de Churubusco 1870-1 Col. Chapultepec&lt;br&gt;Culiacán, Sinaloa, Mexico 80040 (667) 713 9592 / (667) 713 9556&lt;br&gt;<a href="mailto:emedina@agsm.mx">emedina@agsm.mx</a>&lt;br&gt;www.agsm.mx&lt;br&gt;<strong>Service Area:</strong> Mexico, United States, &amp; South America</td>
</tr>
<tr>
<td><strong>Stephen V. Bird</strong>&lt;br&gt;Let me help you to simplify the organic certification and/or third-party food safety audit process. I can save you time and money; preparing for your next audit, submitting your initial application, training your staff to lead audits, solving issues of concern noted in previous audits, finding solutions to conflicting organic and food safety requirements, or by becoming your audit manager via our preferred client program. I have led audits for CCOF, QAI, QCS, OMRI, SCS (GlobalGap), &amp; PrimusLabs. I know what it takes to get through audits efficiently. Trained in organic crops, organic processing/handling, international organic standards (Biosuisse, COR, EU, JAS, MAFF, &amp; Taiwan), GlobalGap, HACCP, &amp; ISO22,000:2005. <strong>Specialization:</strong> Grower, Processor/Handler, Food Safety (GlobalGap, Ranch, Harvest Crew, Cold Storage, Processing w/ HACCP, &amp; MGAP)</td>
<td><strong>Stephen V. Bird</strong>&lt;br&gt;2748 Rogue River Circle&lt;br&gt;West Sacramento, CA 95691&lt;br&gt;(916) 214-8720&lt;br&gt;<a href="mailto:stephenvbird@gmail.com">stephenvbird@gmail.com</a>&lt;br&gt;www.organicandfoodsafetyconsulting.com</td>
</tr>
<tr>
<td><strong>Sustainable Strategies</strong>&lt;br&gt;Advisors in Food and Agriculture. Bob Anderson has over 35 years of hands-on experience in all aspects of organic agriculture, organic processing, organic certification, marketing, government relations and international trade. He also serves as an advisor to the USDA, NOP, Foreign Agriculture Service and U.S. Department of State. Until 2000, he was president of Walnut Acres Organic Farms, one of the founding and most respected organic foods businesses in the United States. <strong>Specialization:</strong> Grower, Livestock, Processor/Handler, and International/Foreign Certifications and Trade Agreements</td>
<td><strong>Bob Anderson</strong>&lt;br&gt;206 Harris Avenue&lt;br&gt;Boalsburg, PA 16827&lt;br&gt;(814) 574-1063&lt;br&gt;<a href="mailto:bobanderson1217@yahoo.com">bobanderson1217@yahoo.com</a>&lt;br&gt;<strong>Service Area:</strong> Worldwide</td>
</tr>
<tr>
<td><strong>Wolf, DiMatteo &amp; Associates, Inc.</strong>&lt;br&gt;Experts in Organic Regulations, Policy, Compliance, Strategy, Production, and</td>
<td><strong>Bill Wolf, President; Sandy Mays, Partner, Operations &amp; Certification Support, Katherine</strong>&lt;br&gt;<strong>Service Area:</strong> Worldwide</td>
</tr>
</tbody>
</table>
### Name and Description

**Handling. NOSB Petitions; Certification assistance, Organic System Plans for NOP, EU, COR; Input Reviews and OMRI, WSDA, CDFA approvals.** Helping people with strategic plans, sustainable development, and triple bottom line mission for over 30 years. Network of associates worldwide.

**Specialization:** Grower, Livestock, Wild Harvest, Processor/Handler, Retail

### Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Phone</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>DiMatteo, Managing Partner, Client Services; Sue Wagner, Associate, Input Reviews and Compliance</td>
<td>49 Race Street</td>
<td>(540) 864-5107</td>
<td><a href="mailto:bwolf@organicspecialists.com">bwolf@organicspecialists.com</a></td>
<td><a href="http://www.organicspecialists.com">www.organicspecialists.com</a></td>
</tr>
<tr>
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</tbody>
</table>

### Food Safety Consultants

**Name and Description**

**Cathy Carlson**
Cathy Carlson is a private consultant for on farm food safety programs of all sizes. She brings to farmers a diverse background of program management, regulatory experience and sustainable farming as a Farm Fellow with the Ecological Farming Association. She has spent the past few years working as a Quality Assurance and Food Safety Manager for the fresh cut produce industry in the Central Coast area. Prior to that she worked for state and federal agencies as a policy regulator and agriculture research aide. She has been the project manager on diverse projects ranging from residential construction to sustainable small-scale farming. Her mission is to diverse a simple, low cost food safety plan to assist and advise family farmers as the requirements of the food safety modernization act are unveiled.

**Specialization:** Fresh Cut Produce (Leafy Greens)

**Languages:** English

**Stephen V. Bird**
Let me help you to simplify the organic certification and/or third-party food safety audit process. I can save you time and money; preparing for your next audit, submitting your initial application, training your staff to lead audits, solving issues of concern noted in previous audits, finding solutions to conflicting organic and food safety requirements, or by becoming your audit manager via our preferred client program. I have led audits for CCOF, QAI, QCS, OMRI, SCS (GlobalGap), & PrimusLabs. I know what it takes to get through audits efficiently. Trained in organic crops, organic processing/handling, international organic standards (Biosuisse, COR, EU, JAS, MAFF, & Taiwan), GlobalGap, HACCP, & ISO22,000:2005.

**Specialization:** Grower, Processor/Handler, Food Safety (GlobalGap, Ranch, Harvest Crew, Cold Storage, Processing w/ HACCP, & MGAP)

### Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Phone</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathy Carlson</td>
<td>Carlson Food Safety Consulting</td>
<td>(831) 818-4109</td>
<td><a href="mailto:carlsonfsconsulting@gmail.com">carlsonfsconsulting@gmail.com</a></td>
<td><a href="http://www.linkedin.com/in/cathycarlson">www.linkedin.com/in/cathycarlson</a></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stephen V. Bird</td>
<td></td>
<td>(916) 214-8720</td>
<td><a href="mailto:stephenvbird@gmail.com">stephenvbird@gmail.com</a></td>
<td><a href="http://www.organicandfoodsafetyconsulting.com">www.organicandfoodsafetyconsulting.com</a></td>
</tr>
</tbody>
</table>
Equipment Cleaning Log

If you grow or handle both organic and non-organic products, equipment must be cleaned according to protocol set forth in your organic system plan (OSP) in order to maintain the organic integrity of your product. To ensure that this is done properly, keep this form near each piece of equipment that is cleaned and update it every time.

**Operation Name:** ____________________________ **Year:** _____________

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Date Cleaned</th>
<th>By</th>
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<tbody>
<tr>
<td></td>
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Additional Notes and Observations:

Reproducible versions of this recordkeeping tool can be found at [www.ccof.org/documents](http://www.ccof.org/documents)
# Search Record: Commercial Availability of Organic Agricultural Ingredient

Use this form to document your search as required on the H2.7 Commercial Availability form.

**Operation Name:** ________________________________  **Date:** ________________________________

<table>
<thead>
<tr>
<th>Ingredient name as it appears on the National List 205.606 (ex: lecithin)</th>
<th>Suppliers contacted to request organic ingredient</th>
<th>Dates Contacted</th>
<th>Method of Contact</th>
<th>Supplier Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td></td>
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<tr>
<td>2</td>
<td></td>
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<td>4</td>
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</tbody>
</table>

Reproducible versions of this recordkeeping tool can be found at www.ccof.org/documents
Pest Control Material Justification

Justification is required when pest control materials that are not on the National List are used in organic production and storage areas. See the H4.0 Organic Practices form for more information.

Operation Name: ___________________________ Date: ______________

Pest Control Manager: ________________________________

Materials used in organic production and storage areas that are not on the National List:

______________________________________________________________________________

Why are National List materials ineffective at preventing or controlling pests? This may include prior experience with National List materials used at other locations.

______________________________________________________________________________

What approved measures (preventative, mechanical and materials on the National List) have been explored prior to the use of these materials?

______________________________________________________________________________
Sample Audit Trail for an Organic Product

You will need to develop an audit trail that is specific to your operation. Consider using documents associated with your procedure for a food safety product recall, if applicable.

This is an example of the type of information you might submit to accompany the H5.0 Audit Trail for Handlers form. This sample audit trail includes an invoice, a batch record, a receiving log, a bill of lading and an inventory record that are linked by lot numbers.

Contents:

A. Outgoing Invoice
   The invoice from the organic handler to the buyer shows the lot number of the finished product.

B. Batch Record
   The batch record shows both ingredient and finished product lot numbers.

C. Receiving Log
   The receiving log shows the ingredient lot numbers.

D. Incoming Bill of Lading
   The bill of lading for organic ingredients shipped from the supplier to the organic handler shows the ingredient lot numbers.

E. Inventory
   Finally, the inventory record shows on-hand inventory of both ingredients and finished products, and includes their lot numbers. When maintained regularly, it can be used to show that the quantity of organic ingredients you receive supports the quantity of organic product you sell.
Great Organics

All Organic, All The Time!

[Street Address]
[City, ST ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]

BILL TO
Smart Choices Food Store
[Street Address]
[City, ST ZIP]
[Phone]

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>TAXED</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 units Essential Organic Product lot# 082712Org</td>
<td>xx</td>
<td>xxx</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Subtotal $ -
Taxable $ -
Tax rate xx
Tax due xx
Shipping xx
TOTAL Due $ xxx

OTHER COMMENTS
1. Total payment due in 30 days
2. Please include the invoice number on your check
California DHS Registration Number xxxxx

Make all checks payable to Great Organics

If you have any questions about this invoice, please contact [Name, Phone #, E-mail]

Thank You For Your Business!
Great Organics Batch Record

Batch Number: 082712Org  Date: 8/27/2012
Product Name: Organic Essential
Production Manager:

<table>
<thead>
<tr>
<th>Ingredient</th>
<th>Ingredient Lot No.</th>
<th>Amount Used</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>abc</td>
<td>xxx</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>82512</td>
<td>xx</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>1234WPO1</td>
<td>xx</td>
<td>Used up last of this lot</td>
</tr>
</tbody>
</table>

Total Produced: xxx

Number of units produced: 

Purge or Cleaning details: 

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Vendor</th>
<th>BOL #</th>
<th>Lot #</th>
<th>Product Name</th>
<th>Amount Received</th>
<th>Initials/Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/20/2012</td>
<td>x:xx</td>
<td>Organic Ingredients, Inc.</td>
<td>101</td>
<td>abc</td>
<td>Ingredient X</td>
<td>1 box</td>
<td>Jane Receiver</td>
<td></td>
</tr>
<tr>
<td>8/20/2012</td>
<td>x:xx</td>
<td>Organic Ingredients, Inc.</td>
<td>101</td>
<td>82512</td>
<td>Ingredient Y</td>
<td>2 boxes</td>
<td>Jane Receiver</td>
<td></td>
</tr>
<tr>
<td>8/20/2012</td>
<td>x:xx</td>
<td>Organic Ingredients, Inc.</td>
<td>101</td>
<td>1234WPO1</td>
<td>Ingredient Z</td>
<td>1 box</td>
<td>Jane Receiver</td>
<td></td>
</tr>
</tbody>
</table>
**Bill of Lading**

__FROM__
- **Name**: Joe Shipper
- **Company**: Basic Ingredients Warehouse 1
- **Date**: 08/20/12
- **Department**: Acct

__TO__
- **Name**: Jane Receiver
- **Company**: Great Organics
- **City, State**: 
- **Zip Code**: 

### Number of Packages

<table>
<thead>
<tr>
<th>Description</th>
<th>Reference Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box Ingredient X</td>
<td>abc</td>
</tr>
<tr>
<td>2 boxes Ingredient Y</td>
<td>82512</td>
</tr>
<tr>
<td>1 box Ingredient Z</td>
<td>1234WPO1</td>
</tr>
</tbody>
</table>

### Shipping Instructions

<table>
<thead>
<tr>
<th>Check One</th>
<th>Payment</th>
<th>Method</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X Shipper</td>
<td>Bill No.</td>
<td>Shipped By</td>
</tr>
<tr>
<td></td>
<td>X Recipient</td>
<td>Ship. Cost</td>
<td>Dept. Chgd</td>
</tr>
<tr>
<td></td>
<td>X Third Party</td>
<td>COD Amt Due</td>
<td></td>
</tr>
</tbody>
</table>

Delivered by: 
Received by: 
Date: 
# Boxes: 

COMMENTS
Great Organics

Inventory Date:
Counted By:

This inventory sheet may be used to monitor your inventory of organic ingredients and/or finished products as required on the H5.0 Audit Trail for Handlers form Section A2.

Complete this sheet monthly or more frequently.

<table>
<thead>
<tr>
<th>Item</th>
<th>Ingredient</th>
<th>Product</th>
<th>Lot No</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Inventory On Hand</th>
<th>Total $</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>x</td>
<td></td>
<td>abc</td>
<td>box</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>x</td>
<td></td>
<td>82512</td>
<td>box</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>x</td>
<td></td>
<td>1234WPO1</td>
<td>box</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essential Organic</td>
<td>x</td>
<td></td>
<td>082712Org</td>
<td>8oz pack</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>