



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

▶ Complete this form to describe your retail/ restaurant facility locations and training program.

**A. GENERAL INFORMATION**

1) Complete the table below or attach a complete list of locations that you would like to have certified. Include site address, phone number, email, and a main contact for each location.  Attached

Store Name or Number	Phone	Address	Contact	Contact Email

**B. ORGANIZATIONAL STRUCTURE** If your operation only has one location, SKIP to section C.

1) How is your company organized/structured (central headquarters, franchises, regional offices, company owned stores, independently managed stores, etc.)?

2) Describe or attach description of your personnel and management structure (teams, management, etc.).

3) Indicate which functions or decisions are managed centrally, regionally, locally, or any combination of those three:

- Organic system plan  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Organic ingredient/ product sourcing  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Sanitation procedures & materials  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Pest control contractors & materials  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Signage, labeling, displays, menu  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Processing procedures  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Staff training  Centrally  Regionally  Locally  Other: \_\_\_\_\_

4) When individual locations make independent decisions, how are those decisions are made and communicated (notification of regional mangement, internal audits where system are unique, etc.)?



### **C. EMPLOYEE TRAINING**

Your employee training program should include training in proper sanitation, pest control, record keeping, handling, and labeling of organic products to prevent potential contamination and commingling.

- 1) How and when do you train individual locations or employees on organic compliance procedures and policies?  

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- 2) How do you monitor whether procedures and policies are successful?  

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- 3) How do you ensure that employees in all departments seeking certification are provided **ongoing** access to organic practices, procedures, and updates?  

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