



Operation Name: _____ Date: _____

- ▶ Complete this form for your retail departments.
- ▶ Where practices differ across locations, provide descriptions that reflect every possible practice.

Facility covered by this plan (if different from operation name): _____

A. Organic Departments

- 1) Indicate all retail departments seeking organic certification. Use R3.0 form to describe prepared foods, deli, and salad bar.
- Produce Bulk Meat and Poultry Grocery Specialty & Gourmet Foods (e.g. cheese, olive bar, alcohol, coffee)
- Bakery (finish baked only) Other (describe): _____

- 2) Describe or attach a description of each department's organic products, activities, and display systems including cut and wrap, labeling, repackaging, prepacking, relabeling, minor processing, juicing, grinding, wet rack, and cold case.

- Produce: _____
- Bulk: _____
- Meat and Poultry: _____
- Grocery: _____
- Specialty & Gourmet Foods (ex: cheese, olive bar, alcohol, coffee): _____
- Bakery (finish baked only): _____
- Other: _____

- 3) Is salt used in any organic product made on-site?
- No Yes, list all salts on OSP Materials List

B. Menus, Signage, and Labeling

Organic labeling guidelines are available on our website www.ccof.org

- 1) How are organic products and ingredients identified and promoted?
- Menu Signs Scale labels Shelf Talkers Table Tents Other (describe): _____
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- 2) Attach sample labels and signage used for both **organic and nonorganic** products in each department. Attach a label for each type of claim if multiple claims are made (100% Organic, Made with Organic..., Organic). *Labels and signage must clearly differentiate between organic and nonorganic products. When templates are revised, submit sample to CCOF for review and approval prior to printing.*
- Attached
- 3) How do you develop labels and signage? Who is responsible for developing labels? How often do labels change? If systems differ among departments, describe each different system and specify departments.
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- 4) How do you verify the accuracy of organic claims and ingredient statements on labels and signage generated in-house, including shelf tags, scale labels, store displays, etc?
- N/A, no in-house labels
- Other in-house quality control systems ensure labels are accurate, i.e. gluten, allergen. *Describe who is responsible and frequency below.*
- Regularly review labels and signage in use on store floor. *Describe who is responsible and frequency below.*
- Regularly review templates for accuracy. *Describe who is responsible and frequency below.*
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