



Operation Name: _____ Date: _____

▶ Complete this form if you take physical possession of products you sell or distribute, or run a processing or handling facility.

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

A. Harvest

1) Are you responsible for organic harvest, either contracted or yourself, or organic harvest equipment?

No Yes. Complete OSP section G6.1

B. Receiving

1) Do you ever receive organic and nonorganic products at the same time or in the same vehicle?

Yes No

a) If yes, what steps are taken to prevent commingling of organic and nonorganic products?

Labeled pallets Organic product sealed or shrink wrapped Designated organic and nonorganic areas
 Other (describe): _____

2) Do any products arrive **unsealed** or in **permeable packaging** (ex: clamshells, open boxes, trucks) or in **reusable containers/vehicles** (ex: RPCs, tankers, railcars)? *Transporters that combine or split unpackaged loads must be certified organic, except milk haulers.*

Yes No

a) If yes, how do you ensure contamination and commingling were prevented during transport (ex: protection from sanitizer residue, gases, liquids)? Check all that apply. *Transporter records must be available for review at inspection, ex: bill of lading, manifest, transaction certificate, shipping and delivery records, invoices, chain of custody, truck and trailer numbers, lot number.*

Clean truck affidavit Cleaning and sanitizing material records Certified supplier provides documentation
 Truck cleaning procedures Wash tags Tanker Seals Other (describe): _____

3) List all **grading/sampling tools and equipment** in section F of this form.

Included None used

C. Storage

1) How do you ensure organic products are not commingled with nonorganic products in storage?

Not applicable, all organic All products sealed and labeled Storage areas dedicated to, and identified as, organic
 Other (describe): _____

D. Packaging & Shipping

1) Are all packaging materials free of prohibited materials (ex: fungicides, preservatives, fumigants)? Contact packing manufacturer if you are unsure.

Yes Not applicable, no packaging

2) How do you prevent commingling of outgoing organic and nonorganic products?

Organic never shipped with nonorganic Clearly labeled packages/pallets Organic product sealed or shrink wrapped
 Separate areas in vehicle Other (describe): _____

3) Are any products shipped in **unsealed** or **permeable packaging** (ex: clamshells, open boxes, trucks) or in **reusable containers/vehicles** (ex: RPCs, tankers, railcars)? *Transporters that combine or split unpackaged loads must be certified organic, except milk haulers.*

Yes No

a) If yes, how do you ensure contamination and commingling will be prevented during transport (ex: protection from sanitizer residue, gases, liquids)? Check all that apply. *Transporter records must be available for review at inspection, ex: bill of lading, manifest, transaction certificate, shipping and delivery records, invoices, chain of custody, truck and trailer numbers, lot number.*

Clean truck affidavit Cleaning and sanitizing material records Certified supplier provides documentation
 Truck cleaning procedures Wash tags Tanker Seals Other (describe): _____



E. 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 in organic products or used in direct contact with organic products, ex: wash or flume water or crops washed in the field?
 - No. Skip to section E4 Yes
- 2) If you treat water on-site (ex: RO, 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.
 - NA, Water not treated
- 3) Is water used in direct contact with organic products, ex: wash water?
 - No. Skip to section E4 Yes
 - a) If yes, do you add any substances to water that contacts organic products, ex: peracetic acid, hydrogen peroxide, chlorine?
 - No
 - Yes. List materials on your Handler Materials Application (OSP Materials List). *Products cannot be labeled "100% Organic."*
 - b) 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.
 - 1. 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*)
 - Yes No, chlorine never added to water above SDWA limits
- 4) Does steam contact organic products or packaging?
 - Yes No. Skip to section F
 - a) If yes, and steam boiler is used, describe how you prevent contact with volatile boiler chemicals when processing organic products: Attached N/A, no boiler used

- b) If boiler chemicals are used, list each boiler chemical that is not turned off prior to organic production on your OSP Materials List and attach an ingredient statement for each. Attached

F. Equipment Cleaning and Sanitation

- 1) List all equipment and surfaces that organic products contact during **handling, processing, transport, or storage** and describe the cleaning practices. Or provide this information as an attachment (ex: SSOP for organic): Attached

Organic Equipment/Contact Surface (ex: totes, processing lines, reused storage containers)	Do you clean or purge before organic runs?	Rinsed? (Y/N)	Documentation (ex: wash tag, cleaning/production log)

- 2) If any surfaces listed above are NOT either cleaned or purged prior to each organic run, explain why not:

- 3) If equipment is **purged*** between runs, describe the purge procedure, including the product and quantity purged, where it goes, and how this is documented. *Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned): Attached



- 4) For organic contact surfaces listed above, do you use any **sanitizers** or **detergents/cleaners** that are not rinsed?
 No Yes. List each material on your Handler Materials Application (OSP Materials List).
- 5) How do you ensure residues from prohibited materials (ex: quaternary ammonia) are removed from organic contact surfaces?
 Not applicable Rinsing Complete drying of alcohol-based sanitizers
 Residue Testing: pH Quaternary Ammonia Other testing: _____
- 6) If cleaning is NOT documented, explain why not: _____

G. Facility Pest Management

- 1) Who is responsible for pest control in your facility?
 In-house Contracted pest control service (name): _____
 - 2) Which of the following management practices do you use to **prevent** pests? *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): _____
 - 3) Which of the following practices do you use to **control** pests in organic production and storage areas?
 N/A, none used Mechanical or physical controls, including traps, light, or sound
 Lures and repellents using nonsynthetic or synthetic substances consistent with the National List. List lures and repellents that you apply in organic production and storage areas on your OSP Materials List.
 - 4) Are the measures listed above sufficient to prevent or control pests?
 Yes No N/A, 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 G2 and G3 above must be implemented before National List materials may be used. National List materials include carbon dioxide, nitrogen gas, Vitamin D3 bait, boric acid, diatomaceous earth and soap products.
 - 5) Are National List materials on your OSP Materials List sufficient to prevent or control pests?
 Yes No N/A, none used
a) If no, explain below (or attach justification). 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
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- 6) How do you prevent pest control materials from contaminating organic products, ingredients, and packaging materials?
 Remove product and packaging from areas to be treated Wash and rinse organic contact surfaces after treatment
 Cover equipment used for organic handling during treatment Purge equipment with nonorganic product after treatment
 Other (describe): _____
 - 7) Where do you record pest control material use and measures taken to protect organic products or packaging?
 Pesticide Use Log Log describing removal/reentry of products and packaging Purge log
 Other (describe): _____