



Operation Name: _____ Date: _____

- As you complete this form, consider value-added processing, cut and wrap, labeling, relabeling, prepacking, repackaging, meal-preparation, and self-serve stations, as well as product display systems (ex. cold case, wet rack, hot bar, counter/table) and storage practices.
You must prevent commingling (mixing) of organic with nonorganic and prevent contamination of organic products with prohibited materials.
You must prevent contamination of organic products with materials used to clean your facility and equipment or used as pest control in your facility.
Where practices differ across departments or locations, provide descriptions that reflect every possible practice.

A. Receiving

- 1) Do you receive products that were handled by any of the following uncertified operations: transporters, transloaders, logistics brokers, or freight forwarders?
a) If yes, do any transporters, transloaders, logistics brokers, or freight forwarders do any of the activities listed below:
2) How do you ensure contamination was prevented during transport (e.g. prevent contact with sanitizer residue, gases, liquids)? Select all that apply.
3) How do you ensure organic products are not commingled with nonorganic during transport? Select all that apply.
4) Describe your receiving practices and the records maintained to verify organic status of incoming ingredients.
5) Describe your quarantine procedure for products received that appear contaminated or whose organic status is unknown.

B. Storage, Processing & Packaging

- Storage, processing, and packaging practices and materials (ex: cardboard boxes, crates) and equipment (ex: carts, trays, bins, lugs) used for display, transport, or storage must not allow for commingling or contamination of organic products.
1) Is this retail establishment:
Organic only. Skip to question 4. Organic and nonorganic



- 2) How do you ensure that organic products are not commingled (mixed) with nonorganic products during processing and storage? Be sure to consider preparation, repacking, equipment, and display surfaces. Select all that apply:
- Organic produced prior to nonorganic
 - Equipment is purged prior to organic production (ex: nut grinder, coffee roaster)
 - Clean liners used for organic (ex: baking racks)
 - Surfaces and equipment are cleaned prior to organic production and display
 - Distinguishably dedicated organic production areas or equipment (ex: labeled or color coded)
 - All products sealed and labeled as organic
 - Only organic packaging materials are re-used for organic products
 - Organic stored above nonorganic
 - Distinguishably dedicated organic storage areas (ex: labeled or color coded)
 - Other (describe): _____
- 3) For materials used in or on **nonorganic** products, describe below how you prevent accidental use during organic processing, and how this can be verified at inspection:
- _____
- 4) For products you repack or process on-site, are your packaging materials free of prohibited materials (ex: fungicides, preservatives, fumigants)? Contact packaging manufacturer if you are unsure.
- Yes Not applicable, not purchasing packaging
- 5) For products you repack or process on-site, do you use "active packaging" that emits or releases chemicals into your organic repacked or processed products, e.g. ethylene scavengers, antimicrobial, or antioxidants? *This type of packaging is likely prohibited because active agents migrate into the organic product.*
- No Not applicable, not purchasing packaging Yes. Provide complete packaging information.
- 6) How do you ensure that packaging materials and equipment used for display, transport, or storage do not contaminate organic products?
- Not applicable, all organic
 - Only organic packaging materials are re-used for organic products and ingredients
 - Nonorganic packaging materials are marked for nonorganic use only
 - Packaging materials and equipment cleaned prior to using for display, transport, or storage of organic products and ingredients.
 - Distinguishably dedicated organic containers and equipment used for transferring organic and nonorganic products (ex: labeled or color coded)
 - Other (describe): _____

C. Product Display

Consider all display systems including cold case, wet rack, hot bar, counter, table, etc.

- 1) Does your retail establishment use display tables, cases, or counters to hold organic items for customer selection?
- No. **Skip to section D.**
 - Yes.
- 2) How do you prevent contact between organic and nonorganic products on display? Select all that apply:
- Not applicable, all products are organic
 - Organic and nonorganic products are displayed in separate cases or display areas
 - Organic and/or nonorganic products are wrapped and otherwise packaged
 - Organic products are displayed above nonorganic products. Essential for wet racks (mistifiers) and other wet display systems where products above often drip onto products below.
 - Physical dividers, shelf liners, or containers are used to separate organic and nonorganic products. *Must be cleaned between use for organic and nonorganic products*
 - Organic parsley, organic kale, or other organic display produce are used between organic and nonorganic products
 - Dedicated organic shelf liners or containers
 - Other (describe): _____



E. Equipment Cleaning and Sanitation

Retail establishment staff must be prepared to describe cleaning and sanitation procedures at inspection.

- 1) Indicate below all cleaning and sanitation practices of equipment and surfaces that contact organic products during **receiving, handling, processing, transport, storage, repacking, packaging, or display** (ex: carts, lugs, RPCs, containers, Hobart, tongs, shelf liners, dividers, bulk bins, scoops, scales). Include equipment cleaning and sanitization that happens before organic processing. You may provide this information as an attachment (ex: operations manual or SSOP for organic): Attached

- Dishwasher with high heat sanitation
- Dishwasher with material sanitation or rinse aid
- Handwash equipment/surfaces with hot water
- Handwash equipment/surfaces with material sanitation
- Periodic cleaning of dedicated organic equipment (ex: shelf liner, nut butter grinder, bulk bin or liquid dispenser)
- Purge*. Be prepared to describe purge procedure at inspection, including the product and quantity purged how you determined this quantity was sufficient, where purged product goes, and how the purge is documented.

*Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned, ex. coffee roaster). Review equipment manuals for recommended purge quantities.

- Other (describe): _____

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

- 3) How do you ensure cleaner and sanitizer residues are removed from organic contact surfaces? List each material on your [Handler Materials Application \(OSP Materials List\)](#).

- Rinsing (required for detergents/cleaners and quaternary ammonia)
- Air dry or rinse of alcohol sanitizers
- Chlorine, peracetic acid, citric acid, hydrogen peroxide, phosphoric acid, and ozone sanitizers – no rinse or air dry required

- a) Residue Testing: Not applicable pH Quaternary Ammonia

- Other testing: _____

- 4) If cleaning is NOT documented, explain how cleaning is known to be completed, e.g. regular staff training in standard operating procedure:

F. Facility Pest Management & Monitoring

- 1) Which of the following management practices do you use to **prevent** pests? You 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): _____

- 2) Which of the following practices do you use to **control** pests in organic production and storage areas?

- Not applicable, none used
- Mechanical or physical controls, including traps, light, or sound
- Pheromones, lures, and/or repellents using nonsynthetic or synthetic substances consistent with the National List. If used in organic production and storage areas, list these on your [Handler Materials Application \(OSP Materials List\)](#).

- 3) Are the measures listed above sufficient to prevent or control pests?

- Yes No Not applicable, 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 G1 and G2 above must be implemented before other National List materials may be used. See the Handler Materials Application (OSP Materials List) for a list of National List materials.



- 4) Are National List materials sufficient to prevent or control pests in organic production and storage areas?
 Yes Not applicable, none used No, other pest control materials needed
- 5) If you plan to use non-National List pest control materials, describe why the preventative practices, mechanical or physical controls, and National List materials are not effective to prevent or control pests at your facility. 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, see [example](#) on CCOF website Not applicable, no non-National List materials used
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- 6) How do you prevent pest control materials applied via fumigation, fogging, and/or spray from contaminating organic products, ingredients, and packaging materials? Select all that apply.
You must protect organic production areas, products, and packaging from contamination from all facility pest control materials.
 Not applicable, no fumigation, fog, or spray used
 Remove organic product and packaging from areas to be treated
 Cover equipment used for organic handling during treatment
 Other (describe): _____
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- 7) After fumigation, fogging or spray, how do you ensure pest control materials are removed from any equipment present during fumigation or fogging? Select all that apply.
You must protect organic products from contamination from all facility pest control materials.
 Not applicable, no fumigation, fogging, or spraying
 Not applicable, no equipment present during fumigation/fogging
 Wash and rinse organic contact surfaces after treatment
 Purge equipment with nonorganic product after treatment (describe): _____
 Other (describe): _____
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- 8) How do you record pest control material use and measures taken to protect organic products or packaging? Select all that apply.
You must document pest control activities and protection of organic.
 Pesticide Use Log Log describing removal/reentry of products and packaging Purge log
 Other (describe): _____