Operation Name: _____ **Date:** _____

- ► Complete this form if you process organic products or take physical possession of products you sell or distribute.
- ► You must prevent commingling (mixing) of organic with nonorganic and prevent contamination of organic products with prohibited materials. Commingling and contamination must be prevented the entire time product is under your control, including during transport, receiving, storage, handling, processing, and shipping.
- ► You must prevent contamination of organic products with materials used to clean your facility and equipment or used as pest control in your facility.

Facility this form applies to: _____

A. Harvest

1) Do you harvest organic crops and/or contract out harvest of organic crops?

Organic certificates must list harvested parcels. Records must list harvested parcels and show that harvest equipment is cleaned or purged.

☐ No ☐ Yes. Complete sections A & B on **G6.1 Harvest & Transport**

B. Receiving

1) Do you receive products that were handled by any of the following uncertified operations: transporters, transloaders, logistics brokers, or freight forwarders?

☐ Yes ☐ No, transporters, transloaders, logistics brokers, and freight forwarders are certified organic

a) If yes, do any transporters, transloaders, logistics brokers, or freight forwarders do any of the activities listed below:

☐ No additional handling

*If any of the following are checked, certification of the transporter is required. See the **Exempt Handler Affidavit** (EHA) for more details on activities performed by transporters that may require certification.*

☐ Enclose, or open packages or containers ☐ Relabel, repack, or package

☐ Sort, recondition, cull, ice, hydro cool, hydro vacuum ☐ Treat or wash organic products

☐ Other handling (describe): _____

2) Do you receive any unpackaged products (ex: tankers, railcars, vessel cargo holds)?

☐ No ☐ Yes

All facilities where unpackaged products are transferred from the transportation vehicle into storage must be certified organic.

a) If yes, do transporters combine, split, or containerize products?

If transporters combine, split, or containerize on your behalf, this activity must be described in your OSP or the transporter must be certified.

☐ No ☐ Yes, describe:

_____

3) How do you ensure contamination was prevented during transport (e.g. prevent contact with sanitizer residue, gases, liquids)? Select all that apply.

Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Clean truck affidavit ☐ Cleaning and sanitizing material records ☐ Certified supplier provides documentation

☐ Truck cleaning procedures ☐ Wash tags ☐ Tanker Seals ☐ Marine Surveyor report for vessel cargo hold

☐ Other (describe): _____

4) How do you ensure organic products are not commingled with nonorganic during transport? Select all that apply.

Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Not applicable, I only source certified organic products

☐ Distinctly labeled or marked containers ☐ Closed containers ☐ Transported at different times ☐ Visually distinct

☐ Shipped on separate, marked vehicles ☐ Shipped from separate destinations

☐ Other (describe): _____

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C. Storage & Processing

1) Do you (check one or both):
☐ Own the products processed here ☐ Provide processing services

2) Is this facility:
☐ Organic only. Skip to section D. ☐ Organic and nonorganic

3) Do you process or handle nonorganic products identical to organic products?
☐ No ☐ Yes, list products: _____

4) How do you ensure organic products are not commingled (mixed) with nonorganic products in storage? Select all that apply:
☐ All products sealed and labeled as organic
☐ Organic stored above nonorganic
☐ Storage areas dedicated to, and identified as, organic
☐ Other (describe): _____

5) For materials used in or on **nonorganic** products in this facility, describe below how you prevent accidental use during organic processing, and how this can be verified at inspection:

_____

D. Packaging & Shipping

1) Are all packaging materials free of prohibited materials (ex: fungicides, preservatives, fumigants)? Contact packaging manufacturer if you are unsure.
☐ Yes ☐ Not applicable, no packaging

2) Do you use "active packaging" that emits or releases chemicals into organic 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, no packaging ☐ Yes. Provide complete packaging information.

3) Do you ship products via any of the following uncertified operations: transporters, transloaders, logistics brokers, or freight forwarders?
☐ Yes ☐ No, transporters, transloaders, logistics brokers and freight forwarders are certified organic

a) If yes, do any transporters, transloaders, logistics brokers, or freight forwarders do any of the activities listed below:
☐ No additional handling

*If any of the following are checked, certification of the transporter is required. See the **Exempt Handler Affidavit** (EHA) for more details on activities performed by transporters that may require certification.*

☐ Enclose, or open packages or containers ☐ Relabel, repack, or package
☐ Sort, recondition, cull, ice, hydro cool, hydro vacuum ☐ Treat or wash organic products
☐ Other handling (describe): _____

4) Do you ship any unpackaged products (ex: tankers, railcars)?
☐ No ☐ Yes

All facilities where unpackaged products are transferred from the transportation vehicle into storage must be certified organic. Transport containers must identify the product as organic and display the production lot number, shipping identification, or other unique information that links the container to audit trail documentation.

a) If yes, do transporters combine, split, or containerize products?

If transporters combine, split, or containerize on your behalf, this activity must be described in your OSP or the transporter must be certified

☐ No ☐ Yes, describe:

_____

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5) How do you ensure contamination will be prevented during transport (e.g. prevent contact with sanitizer residue, gases, liquids)? Select all that apply.

Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Clean truck affidavit ☐ Cleaning and sanitizing material records ☐ Certified supplier provides documentation
☐ Truck cleaning procedures ☐ Wash tags ☐ Tanker Seals ☐ Marine Surveyor report for vessel cargo hold
☐ Other (describe): _____

6) How do you ensure organic products will not be commingled with nonorganic during transport? Select all that apply.

Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Not applicable, only shipping certified organic products
☐ Distinctly labeled or marked containers ☐ Closed containers ☐ Transported at different times ☐ Visually distinct
☐ Shipped on separate, marked vehicles ☐ Shipped from separate destinations
☐ Other (describe): _____

E. Water and Water Additives

Water used in organic production must be potable and meet Safe Drinking Water Act (SDWA) standards (or local requirements if outside US).

1) Is water used as an ingredient or do you use water to wash organic products, ex: wash or flume water or crops washed in the field?
☐ No. Skip to question E4. ☐ Yes. Complete this section.

2) If you treat water on-site (ex: Reverse Osmosis, UV, carbon filtration, water softeners, pH adjustment), does treated water meet Safe Drinking Water Act Standards (or local requirements if outside US)? Contact treatment manufacturer if you are unsure.
☐ Yes. *CCOF may request documentation that treated water meets Safe Drinking Water Act standards.*
☐ Not applicable, water is not treated.

3) For water used to wash organic products, do you add any materials to the water, ex: peracetic acid, hydrogen peroxide, chlorine?
☐ No, no materials added to wash or flume water. Skip to question E4.
☐ Yes. List materials on your **Handler Materials Application (OSP Materials List)**.

a) 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.

i. If yes, do products undergo a final fresh water rinse? (NOP only)
Residual chlorine levels in water at last point of contact must not exceed the maximum residual disinfectant limit under the Safe Drinking Water Act (SDWA).
☐ Yes ☐ No, chlorine never added to water above SDWA limits

4) Does steam contact organic products or interior of packaging?
☐ No. Skip to section F. ☐ Yes

a) If yes, describe how steam is used, ex: steam cooking of product, interior of packaging steam application.

_____

b) If yes, and boiler chemicals are used, list materials on your **Handler Materials Application (OSP Materials List)**.
☐ Attached ☐ Not applicable, no boiler chemicals used

c) If volatile boiler chemicals are used, describe how you prevent organic products from contacting volatile boiler chemicals, e.g., by shutting off boiler chemical feed prior to organic runs (specify # of hours) and conducting condensate tests: ☐ Attached

_____

F. Equipment Cleaning, Sanitization & Monitoring

1) In the table below, list all equipment and surfaces that contact organic products during **receiving, handling, processing, transport, or storage,** including grading or sampling equipment. Include equipment cleaning and sanitization that happens before organic runs or provide this information as an attachment (e.g.: SSOP for organic): ☐ Attached

Organic Equipment/Contact Surface *(ex: totes, processing lines, reused storage containers)*	**Cleaned? (Y/N)**	**Purged*? (Y/N)**	**Documentation** *(ex: wash tag, cleaning/production log)*

**Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned).*

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 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). Review equipment manuals for recommended purge quantities.*

☐ Not applicable, all equipment is cleaned ☐ Attached

4) 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: _____

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

G. 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

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): _____

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): _____

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): _____

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