Natural Food Certifiers

Applicant/Company Name: | **Date:** |

Organic System Plan – Organic Facility, Process and Maintaining Organic Integrity

Please complete form if you have an organic certified facility. This should not be completed for third party warehouses or for product processed by third party copackers. Each facility (including warehouses managed by the certified operation) to be certified requires its own form. The NOP final rule requires that the operation implement measures and have practices and procedures in place to prevent the contamination, commingling and/or contact of organic product with any prohibited substances or nonorganic raw materials.

Measures includes prevention of the contamination of organic product during the sanitation and pest controls procedures during production or storage of organic product.

1. General Information							
Facility Address:		City:		State:		Zip:	
Primary contact person at facility:		Phone:		Email:			
Is the facility:	Owned	Leased	Other:				
Is the facility used by other operations (e.g. Community kitchens)?	No	Yes. If yes, please describe measures to prevent commingling and contamination of organic products:					
Is the facility processing or storing products owned by the certified operation:	Yes	No					
Does the facility provide services to other operations:	Yes	No					
Is the facility fully organic:	Yes	No. Please provide general list of nonorganic products processed at the facility:					
What is the frequency of organic production (daily, weekly, monthly). If you do not process list N/A:							
Facility Map and Process							
Please describe type of activities are conducted at the facility:							
Please attach map of facility including locations of organic products (storage and process) and critical control points	Attached						
Please attach a complete written description or schematic product flow chart which shows the movement of all organic products from incoming/receiving through the production to outgoing/shipping. As applicable, indicate where ingredients are added an/or processing aids are used. All equipment and storage areas must be identified.	Attached						
Organic Control Points (OCPs) are points in a production or handling system where the integrity of the organic product could possibly be compromised, and special attention is paid. Examples are commingling with non-organic product, improper cleaning of equipment, use of a prohibited pesticide, storage that is not dedicated organic, and insufficient recordkeeping. Please identify the potential areas where this may occur in your organic system (please include OCPs on the flow chart:							
Commingling with nonorganic product	Insufficient recordkeeping	Undedicated storage	Improper cleaning of equipment				
No or limited staff training	Use of prohibited pest product	Improper packaging/labeling	Improper sanitation procedure				
Other:							
What is the typical loss of product during production?							

2. Transportation and storage of organic product.

Receiving

Please describe the process of receiving incoming products and ingredients:

Is your operation responsible for the transport of incoming product/ingredients? ☐ Yes ☐ No

If you answered no to the previous question, have you provided notification to the transporter of the requirements of handling organic product? ☐ Yes ☐ No

How do you ensure transport units are clean prior to loading organic products:

Is this documented? ☐ No ☐ Yes

Are organic products shipped at the same time as nonorganic?

☐ No ☐ Yes. If yes, please check steps taken to segregate organic product:

☐ Use of Pallets ☐ Pallet tags identifying as organic ☐ Product shrink wrapped ☐ Segregated area in transport unit

☐ Other:

Do any products arrive in unsealed packaging (e.g. open boxes, uncovered pallets) or in reusable containers (e.g. tankers, cargo train):

☐ No ☐ Yes. If yes, please check how you ensure that contamination and commingling was kept during transport:

☐ Clean truck affidavit ☐ Tanker seals ☐ Cleaning records for transports ☐ Records provided by certified supplier

☐ Other:

When receiving incoming organic shipments please list how do you verify raw materials are from approved suppliers on the OSP:

☐ Review and document BOL to match supplier name ☐ Require organic certificates to accompany each shipments

☐ Recording supplier name and lot numbers on incoming packaging of raw material

☐ Other:

Please describe you mitigate and prevent risk to organic integrity during the receiving process:

Storage and Mid process

Please describe process of transporting product mid process and how organic integrity is kept: ☐ N/A

Please list how organic integrity is kept during storage of organic product ot prevent commingling with nonorganic product:

☐ N/A. Fully organic operation. ☐ Organic clearly marked in designated area within storage area ☐ Organic designated storage room

☐ Other. Please list:

Please complete table below for each storage area. If a storage area not applicable please state "N/A"

	Location and type of storage	Is storage organic only?	Address any protentional issues
Ingredient storage			
In Process storage			
Final Product Storage			
Other			

Is a third-party offsite storage used: ☐ No ☐ Yes. Please list all off site storage and submit organic for the facility or uncertified handler affidavit.

1.
2.
3.
4.
5.

Please describe you mitigate and prevent risk to organic integrity during storage an mid process:

Packaging		
What type of packaging do incoming ingredients/product arrive in?		
What type of packaging materials are used for outgoing product:		
Are food contact packaging materials food grade and free of prohibited substances (e.g. fungicides, preservatives, fumigants)? ☐ Yes ☐ No		
Are packaging materials reused? ☐ No ☐ Yes. If yes, please describe how reusable materials are cleaned prior to reuse:		
Where are packaging materials stored?		
Please describe how the containers for incoming product, in process, final product are clearly identified as organic:	Incoming:	
	Mid-Process:	
	Final Product:	

Shipping			
Please describe the process of shipping final products:			
Is your operation responsible for the transport of final product? ☐ Yes ☐ No. have you provided notification to the transporter of the requirements of handling organic product? ☐ Yes ☐ No			
Are outgoing organic products shipped at the same time as nonorganic? ☐ No ☐ Yes. If yes, please check steps taken to segregate organic product:			
☐ Use of Pallets	☐ Pallet tags identifying as organic	☐ Product shrink wrapped	☐ Segregated area in transport unit
☐ Other:			
Are any products shipped in unsealed packaging or unpackaged (e.g. open boxes, uncovered pallets) or in reusable containers (e.g. tankers, cargo train): ☐ No ☐ Yes. If yes, please check how you ensure that contamination and commingling was kept during the transport:			
☐ Clean truck affidavit	☐ Tanker seals	☐ Cleaning records for transports	☐ Records provided by certified supplier
☐ Other:			
Please describe you mitigate and prevent risk to organic integrity during the shipping process:			

3. Equipment and Sanitation

Does the facility have equipment for processing organic products and/or food contact sanitation? ☐ Yes ☐ No. Skip to section "4. Water"

Equipment used for Organic Production

Please complete table below for all equipment used for organic ingredients/product. Packaging equipment should also be listed. If additional space is needed, please complete on a separate form on

Equipment Name	Function	Equipment cleaned before organic? (Y/N)	Dedicated organic? (Y/N)	Food Contact Surface? (Y/N)	Equipment Purged before organic? (Y/N)	Cleaning Documented? (Y/N)

If any equipment above is not cleaned or purged please clarify why not:

If equipment is purged, list and describe purge procedures, quantity purged and documentation: ☐ See attached Document

Sanitation

Please list cleaning and sanitation procedures conducted regularly

☐ Scrubbing, Brushing, Sweeping ☐ Steaming ☐ Pressure Washing ☐ Compressed air or Vacuuming
☐ Clean in Place (CIP) ☐ Use of Sanitizer, cleaners, soaps etc. ☐ Heat Purge ☐ Material Purge
☐ Other:

For food contact surfaces do you use any detergents or sanitizers that are not rinsed off: ☐ No ☐ Yes

How do you ensure that organic product do not come in to contact with detergents/sanitizers containing prohibited substances?
☐ N/A (no cleaners used, or sanitizers used don't contain prohibited substances ☐ Rinse equipment (required for ammonium-based products)
☐ Allow material to completely dry (allowed for alcohol-based products) ☐ Other:
☐ Residue Testing. Please list type of testing:

☐ Is quat used in your facility on food contact surfaces: ☐ No ☐ Yes

In organic processing, quaternary ammonium compounds (quats) are prohibited on organic food contact surfaces since quats have persistent residues and are not on the National List. For quat usage to be considered, an adequate intervening event that shows zero residue remaining is needed. Your SSOP needs to show how this is accomplished (such as full cleaning process with organic approved materials followed by approved sanitizer and testing). Include specifics on cleaning process, materials used, type & frequency of testing, test results, etc.

Is cleaning documented? ☐ Yes ☐ No. please explain why not:

Where are sanitation materials stored:

Please complete on the following page the sanitation table and list all sanitizers used and its function. If additional space is needed please refer to form 51 Sanitation list.

4. Water	
Please list how water is used in the facility:	☐ N/A. Water not used in the facility (skip to section 5)
☐ Ingredient ☐ Processing Aid ☐ Cleaning ingredients/products ☐ Transport ☐ Steam	
☐ Cooking ☐ Cooling/Chilling ☐ Cleaning Equipment ☐ Other. Please describe:	
If water is in contact with food or ingredients does it meet the safe drinking water act (please recent water report with the application)?	
☐ N/A. (no food contact) ☐ No ☐ Yes. Please describe how this it is verified:	
Are boiler additives, water treatments or any chemicals (including chlorine) used in the water?	☐ No ☐ Yes. Please describe (please include SOP in place):
Does steam come in contact with organic product, ingredients or food contact surfaces?	
☐ N/A ☐ No ☐ Yes. Please describe steps in place to prevent contamination of organic product with boiler additives or water treatments:	

Please note: If you use boiler additives, water treatments or any chemicals in the water that comes in contact with organic products/ingredients or food contact surfaces you must attached a copy of MSDS for each material and list item on the master sanitation form.

5. Pest Control

The NOP final Rule requires preventive management practices to prevent pests, such as elimination of habitat, food sources, and excluding pests. Pests can be controlled with the use of mechanical or physical methods such as traps, lights or sounds. Repellents may be used if they do not contain prohibited substances or products made with the use of excluded methods.

In the case that these measures are not effective synthetic substances not listed on the national list may be used if prior approval by NFC of the product, the method of application and the steps to be taken to prevent contamination of organic product is obtained. All pest control activities must be documented.

Please submit copies of SDS/Specs of all pest control items and copy of the pest control map.

Who is responsible for managing pest control activities? ☐ Facility Staff ☐ Third Party Contractor. Please complete contractor Information.

Name: | Phone: | Email:

If a contractor is used have you submitted a statement from the contractor verifying, they understand the NOP final Rule for pest control and are committed to following the rules? ☐ Yes ☐ No ☐ N/A

Please check all pest concerns: ☐ N/A

☐ Flying insects ☐ Crawling insects ☐ Spiders ☐ Birds

☐ Rats ☐ mice ☐ Other:

Do you have a written policy of pest control procedures and maintain a log including when pest control measures have been used, specific areas treated, and the product(s) used? (If yes, attach copy): ☐ Yes ☐ No

Please include a copy of your pest control plan

Please list level one pest control measures (preventive) in place: ☐ N/A

☐ Good sanitation ☐ Eliminate exterior habitat/food sources ☐ Cleanup of spilled product ☐ Physical Barriers

☐ Atmospheric controls ☐ Inspections of incoming ingredients ☐ Other:

Please list level two pest control measures (mechanical and physical controls) in place: ☐ N/A

☐ Mechanical Traps (glue boards, bug zappers etc.) ☐ Sound, Lights or visual repellents

☐ Non-synthetic Repellents (diatomaceous earth, nitrogen, carbon dioxide, nonsynthetic waxes/oils ☐ Other:

Please list level three pest control measures (Lures or Repellents on the national list) in place: ☐ N/A

☐ Boric Acid ☐ Pheromone Traps ☐ Ammonium Carbonate Baits ☐ Other:

Are level four items (substances not on the national list) used or planned to be used for pest control measures: ☐ Yes ☐ No

If level 4 items are used how do you prevent the contamination of organic product?

☐ Remove organic product from the facility ☐ Wash/rinse organic food contact surfaces after treatment ☐ Cover organic equipment

☐ Other. Please list:

What is the frequency of pest control practices and application of materials (monthly, quarterly etc.):

Are records kept for all monitoring activities ☐ **Yes** ☐ **No**

Is there a procedure to document justification to escalate pest control measures and that previous measures were ineffective? ☐ **Yes** ☐ **No**

Where are pest control products stored:

If any measures from level 2-4 are used, please complete form 95 Master pest control List with all pest control products planned to be used.