PROCESSOR/HANDLER
Organic System Plan

NAME (s)	OPERATION NAME		
ADDRESS	CITY	STATE	ZIP
PHONE	EMAIL	PRIMARY FORM OF CONTACT ☐ EMAIL ☐ PHONE	

Thank you for your interest in organic certification. Please provide as much detail as possible when completing certification paperwork. Your thoughtful and complete answers will reduce further requests for information, and therefore expedite the certification process.

Tips and guidance are highlighted throughout our forms.

The National Organic Program (NOP) requires all operations seeking certification to develop an organic system plan (OSP) that is agreed to by the certified operation and an accredited certifying agent. A certified operation must update this system plan on an annual basis in order to verify continued compliance. The OSP must be updated anytime a new product is added; new inputs are planned for use; any changes of name, operator, ownership; when new land is acquired; changes in storage locations, custom operations, label changes, suppliers, shipping/receiving, equipment, pest management, etc. Submit any changes to GCIAOCP office in order that we may advise and/or provide the appropriate form(s) for update.

Your organic system plan must include the following:
- A description of practices and procedures – including the frequency with which they will be performed,
- A list and detailed information regarding each substance to be used in organic handling,
- A description of the monitoring practices and frequency the practices will be performed,
- A description of the recordkeeping system that complies with the rule,
- A description of the practices in place to prevent commingling of organic and non-organic products
- A description of the practices in place to prevent commingling of organic products with prohibited substances
- Any additional information required by the certifying agent in order to evaluate compliance.

This is a plan – You may change or update it throughout the year.

Changes must be approved by GCIAOCP prior to implementation.

Plan updates may be submitted by email, mail or fax.

Section 1: GENERAL INFORMATION — NOP §205.201, .401

1. Are you a new applicant for certification or are you renewing your existing certification?
   ☐ **New** – Applying for a new certification ☐ **Certification Renewal** – Renewing an existing certification

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2. Provide a brief description of your business:

3. Have you ever been denied certification or had your certification suspended or revoked? ☒ Yes ☐ No

If "Yes," describe the circumstances:

4. Do you intend to import / export product? And if so, to what country(s)? Yes ☐ No ☐
Please describe:

5. List previous and/or *current* organic certification by other certification agencies:

6. Year first certified:

7. Describe the corrective action you took in response to any noncompliance notices or conditions for continued certification you received last year:

8. Please list other certifications, permits, or inspections such as GMP's, FDA, Fair Trade, Rain Forest Alliance, etc?

9. Year when complete PROCESSOR/HANDLER Organic System Plan was last submitted:

10. Do you have a copy of the National Organic Program Standards? ☐ Yes ☒ No

11. Do you have a copy of the current OMRI Materials List? ☐ Yes ☒ No

The NOP Standards are available online at: www.ams.usda.gov/nop

Section 2: COMPANY OVERVIEW – CHAIN OF CUSTODY NOP § 205.201, .401

Complete product profiles must be submitted for all products requested for certification.

1. Indicate which processing categories apply to this facility and your company. *Check all that apply.*

☐ Processor of multi-ingredient products ☐ Handler

☐ Processor of single-ingredient products ☐ Other (please specify):

2. What *specific* type of organic and non-organic processing occurs at this facility (i.e., bakery, IQF vegetables, winery, etc.)?

3. Is the product summary attached listing all products to be sold with an organic claim? ☒ Yes ☐ No

4. Are product profiles attached for all products to be sold with an organic claim? ☐ Yes ☒ No

5. Indicate how you plan to market organic products. *Check all that apply.*

☐ Wholesale ☐ Retail

☐ Other (please specify):

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The export of organic products to another country may require additional certification or evaluations. Contact the GCIAOCP office for more information.

6. During what time period do you *estimate* you will be processing organic products during the *upcoming* year?
   (i.e., January – December)

7. When are you available to contact? ☐ Morning ☐ Afternoon ☐ Evening
8. When are you available for the inspection? ☐ Morning ☐ Afternoon ☐ Evening
9. Indicate your estimated annual production of products: _____% Organic _____% Non-organic

10. Does your company handle the same product in both an organic and a non-organic form? ☒ Yes ☐ No
    *If "Yes," identify which products are processed in both forms on the **Organic Product Summary**.*

Procedure must be in place to ensure no comingling of organic and conventional forms of a product.

Documentation verifying adherence to procedures must be made available at each inspection.

11. Does your company own the organic products processed at this facility? ☐ Yes ☐ No
    If "Yes," at what point do you take ownership of the ingredients or products? ☐ Own some/Custom handle some

Private Labels – Products manufactured or provided by one company for offer under another company's brand.

12. Do you currently, or plan to, contract with another company to pack into their branded (private) labels? ☐ Yes ☒ No
    *If "Yes," include details about the products in the **Organic Product Summary**. Attach copies of labels for all custom or private labeled organic products.*

If you are handling organic product for another company you must submit the product information prior to distribution. If your contractor provides you with new or revised labels, those labels need to be approved as a part of your certification prior to use.

If you use a label that lists a certification agency other than GCIAOCP, a copy of the Organic Certificate corresponding to the agency listed on the label must be submitted.

13. Does you company currently or plan to contract with any farms or facilities to **produce, process, store or label** organic products on your company's behalf? ☐ Yes ☐ No
    If "Yes," please complete the table below.

Contract Farm or Company Name	Address	Certification Agency of the Contract Company	Service Provided
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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Details about contract operations must be disclosed and available for review during each inspection.

14. Does your company provide seed to a certified organic farm or grower? ☐ Yes ☐ No
If "Yes," have all records and documentation regarding the seeds been provided in full to the grower? ☐ Yes ☐ No

All labels, receipts, delivery tickets, evidence of commercial unavailability, treatments and non-GMO documentation must be on hand at the time of inspection to verify compliance with the National Organic Program.

Failure to have documentation at the grower's inspection will result in compliance action.

Section 3: HARVEST & TRANSPORTATION OF ORGANIC CROPS — NOP §205.103, .270, .272

1. Does your company **provide harvest containers** to farms for organic products? ☐ Yes ☐ No
If "No," go to #2. *If "Yes," complete 1a – 1d:*

a. What types of containers are provided? ☐ Wood ☐ Plastic ☐ Metal
☐ Trailers ☐ Trucks ☐ Other (specify):

b. Check all that apply regarding the harvest containers:
☐ Only new or those that have not been in contact with any prohibited substances are used for organic crops.
☐ Containers were used for non-organic products in the past, have been cleaned, and are now dedicated to organic crops only.
☐ Containers are used for both non-organic and organic crops and are *cleaned* prior to each organic use.
☐ Containers are used for both non-organic and organic crops and are *lined* prior to each organic use.

c. Describe how you ensure proper use of harvest container procedures (clean out, lining in place, etc.) and list the records maintained to verify procedures were implemented.

d. Describe how farmers and your staff distinguish organic harvest containers form any non-organic containers that you may also provide.

The use or reuse of any bin, box or container that was exposed to prohibited materials in the past is prohibited, unless the container has been thoroughly cleaned and no longer poses a risk of contamination.

Records must be available at inspection that demonstrate there is not a risk of contamination from the reuse of a container that was previously drenched, fumigated or otherwise exposed to prohibited organic materials.

2. Does your company arrange for, or is your company responsible for, the **harvest** of organic crops? ☐ Yes ☐ No
If "No," go to #3. *If "Yes," answer questions 2a – 2b:*

a. How do you ensure there are no non-organic crop residues in harvest equipment?
☐ Equipment used for organic crops only ☐ Equipment is cleaned prior to organic crop harvest or use

b. What type of cleaning documentation is maintained?
☐ Clean truck/equipment affidavits ☐ Clean out records ☐ Other (specify):

3. Does your company arrange for, or is your company responsible for, the **transportation** of organic crops?
If "No," go to Section 4: RECEIVING – INCOMING ORGANIC PRODUCTS & INGREDIENTS. *If "Yes," answer 3a – 3b:*
☐ Yes ☐ No

a. How do you ensure there are no non-organic crop residues in transport equipment?
☐ Equipment used for organic crops only ☐ Equipment is cleaned prior to organic crop harvest or use

b. What type of cleaning documentation is maintained?
☐ Clean truck/equipment affidavits ☐ Clean out records ☐ Other (specify):

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Organic crops must be protected from contamination and the risk of commingling during harvest and transportation. Records related to the harvest and transportation of crops that you are responsible for must be available for review during your annual announced inspection.

Section 4: RECEIVING – INCOMING ORGANIC PRODUCTS & INGREDIENTS NOP §205.103, .270, .272

1. How are organic crops, products, and ingredients received at your facility? *Check all that apply.*
   - ☐ Burlap bags
   - ☐ Bins
   - ☐ Wholesale boxes
   - ☐ Bulk trailer
   - ☐ Totes
   - ☐ Retail packages
   - ☐ Drums
   - ☐ Other (specify):

2. What receiving/shipping documents accompany incoming organic products? *Check all that apply.*
   - ☐ Organic certificate
   - ☐ Invoice
   - ☐ Clean truck/equipment affidavits
   - ☐ Transaction certificate
   - ☐ Certificates of analysis
   - ☐ Contracts
   - ☐ Bill of lading
   - ☐ Purchase order
   - ☐ Field ticket
   - ☐ Scale ticket
   - ☐ Other (specify):

3. How are organic crops, products and ingredients distinguished from non-organic products on receiving documents?

4. Is an internal lot code assigned at the time of receipt of organic crops, products, or ingredients? ☐ Yes ☐ No
   If "Yes," describe the lot code system:

5. Describe how your company ensures **incoming** organic crops, products and ingredients are protected from contamination of prohibited substances and commingling with non-organic products.

6. Are incoming organic products or ingredients stored before processing or packaging? ☐ Yes ☐ No
   If "Yes," complete the table below with the details regarding storage of incoming products and ingredients.

Incoming Organic Product or Ingredient	Location and Name of Storage Area	Type and Capacity of Storage	Organic Products Only?
1.			☐
2.			☐
3.			☐
4.			☐
5.			☐

7. Indicate how often you take inventory of incoming products and/or raw ingredients?
   ☐ Monthly ☐ Quarterly ☐ Annually

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Section 5: CLEANING & SANITATION — NOP §205.103, .270, .272

The NOP Rule requires that handling practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances. Procedures used to maintain the organic integrity of ingredients or products must be documented.

1. Check all cleaning methods used prior to processing or handling organic products:

☐ Compressed air	☐ Soap and water	☐ Sweeping	☐ Manual washing
☐ Steam cleaning	☐ Scraping	☐ Clean in place (CIP)	☐ Sanitizing
☐ Vacuuming	☐ Purging of equipment	☐ Other (specify):	

2. List all equipment used in organic processing or packaging and provide information on cleaning and/or sanitation materials that come into contact with the equipment. ☐ **None Used**

Clearly describe what intervening steps you take to ensure no residues from cleansers or sanitizers remain on equipment. These steps may include, but are not limited to, use of non-residual materials, potable water rinses, evaporation, residue testing. *Please attach additional sheets if necessary.*

Note that any material that is included on the National List may be used in direct contact with organic products without an intervening step. Examples include citric acid and peracetic acid.

Equipment/surface	Cleansers/Sanitizers used	Cleansed/ Sanitized Prior to Organic	How do you ensure no residues remain?	Name of document cleaning is recorded on
Chilling Tank	*Peracetic Acid*	☑	*Potable water rinse*	*Clean out log*
Batch Mixer	*Quaternary ammonium*	☐	*Residual test strips*	*Production log*
		☐		
		☐		
		☐		
		☐		
		☐		
		☐		
		☐		
		☐		
		☐		
		☐		

All equipment and food contact surface cleaning must be documented and records available at inspection.

If materials are used at your facility that are known to leave residues even after a potable water rinse (i.e., quaternary ammonia), you must take additional steps to prevent contamination of organic products and have documentation of your preventative steps available during inspections.

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Section 6: PACKING & PROCESSING — NOP §205.103, .270, .272

The National Organic Program requires operations to take measures to prevent the commingling of organic and nonorganic products. The standards also require certified operations to maintain records that can trace back to the receipt of ingredients. All processing and packing records must be available for inspection.

1. Please indicate what production records are maintained by your company:

☐ Equipment clean- out logs	☐ Ingredient usage reports	☐ Shrinkage log
☐ Product specification sheet	☐ Production log	☐ Ingredient inventory reports
☐ Ingredient inspection forms	☐ Shift production log	☐ Finished product inventory reports
☐ Batch recipes	☐ QC reports	☐ Packaging reports
☐ Waste log	☐ Other (specify):	

2. How are products identified as "organic" on production documents?

3. Are your packing or processing lines and/or equipment dedicated for use with organic products only? ☐ Yes ☐ No
   If "No," describe how you ensure separation of organic and non-organic processing. Include details about procedures and instruction given to staff.

4. Is equipment purged with organic product prior to processing? ☐ Yes ☐ No
   If "Yes," complete the following table:

Equipment	Capacity of Equipment	Quantity of Purge	Where does the purged product go?	Name of document purge is recorded on
			☐ Sold as Non-Organic ☐ Waste Stream	
			☐ Sold as Non-Organic ☐ Waste Stream	
			☐ Sold as Non-Organic ☐ Waste Stream	
			☐ Sold as Non-Organic ☐ Waste Stream	
			☐ Sold as Non-Organic ☐ Waste Stream	

5. How are partial pallets/boxes/drums of organic products handled and how does your company ensure they are protected from commingling with non-organic products during packing or processing? Include details on storage of partial containers.

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6. Are processed and packed organic products stored before shipping? ☐ Yes ☐ No

If "Yes," complete the table below with the details regarding storage of processed and packed products.

Processed Organic Product	Location and Name of Storage Area	Type and Capacity of Storage	Organic Only
Example: Cheese Rounds	*Curing Shed*	*100 ft. of shelving*	☑
1.			☐
2.			☐
3.			☐
4.			☐
5.			☐

7. Indicate how often you take inventory of finished products?
☐ Monthly ☐ Quarterly ☐ Annually

Section 7: INPUT MATERIALS – Direct Food Contact, Processing Aids NOP §205.272, .601, .605, .606

Provide information regarding the input materials you plan to use. **Any materials used prior to notification and agreement with GCIAOCP will result in compliance action.** Updating your input materials can be as simple as an email, mailed letter or fax.

- **Direct Food Contact** – *A post harvest material* is a substance that is used on a raw organic crop prior to packaging or processing of the crop. These direct food contact materials include sanitizers, floatation agents, waxes, and sprouting inhibitors. In order to use a direct contact material with an organic crop, the material must be an approved natural product or must be listed in the National Organic Program (National List §205.601, .605, .606).
- **Processing Aids** – *A processing aid* is 1) added during processing, but removed from product before it is packaged in its finished form; 2) a substance that is added during processing, converted into constituents normally present in, and does not significantly increase the amount of the constituents naturally found in the food; or 3) a substance that is added for its technical or functional effect in the processing, but is present in the finished food at insignificant levels.
  - In order to use a processing aid in or on a product labeled "100% Organic," the processing aid must be certified organic.
  - In order to use a processing aid in or on a product labeled as "Organic," the material must be listed in the National Organic Program on the National List §205.605, .606.

1. List ***all*** materials used in direct contact with organic products. ☐ None Used *(go to #2.)*

Generic and Brand Name of Material	Purpose of Material	Organic Products the Material is Used with	Documentation* Submitted
1.			☐
2.			☐
3.			☐
4.			☐
5.			☐
6.			☐
7.			☐

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Documentation on all materials used during organic handling must be submitted and approved prior to use.

Acceptable documentation includes a complete disclosure of all ingredients and verification of compliance with any annotations within the National Organic Program for the particular material. This information must be obtained from the manufacturer or distributor of the input material and may be in the form of Organic Materials Review Institute (OMRI) Registration, a WSDA Material Registration, labels or other technical data sheets.

2. Does your operation use a material, not listed above, in direct contact with ***nonorganic*** products? ☐ Yes ☐ No
   If "Yes," describe how you ensure prohibited materials are not used during organic processing and attach a list of the materials used with nonorganic products at your facility.

Section 8: PRODUCT COMPOSITION & INGREDIENT VERIFICATION — NOP Sub Part D

National Organic Program requires certified operations to have a system in place to verify compliance of all incoming organic crops, products and ingredients. Records regarding all inputs must be available for review at an inspection.

You must have current verification that demonstrates all incoming organic crops, products and ingredients were certified by a USDA accredited certification agency. Organic certification documents must:

- Be issued by a USDA accredited agency
- Reference the National Organic Program
- List the organic product
- Be available during each inspection

1. Indicate how often you will obtain updated certification paperwork from each of your suppliers:
   ☐ With each shipment of organic ingredients and products
   ☐ Monthly ☐ Quarterly ☐ Annually

You must have current verification that all nonorganic processing aids or ingredients have not been produced with genetically modified organisms (GMOs), sewage sludge and have not been irradiated.

This information must be obtained from the manufacturer or distributor of the input material and may be in the form of Organic Materials Review Institute (OMRI) Registration, a WSDA Material Registration, GMO residue testing, letter from manufacturer and/or affidavit.

2. Indicate how often you will obtain updated verification that ALL nonorganic processing aids or ingredients were not produced with GMOs, sewage sludge, or irradiation:
   ☐ Not applicable, all organic ingredients and processing aids
   ☐ With each shipment of nonorganic ingredients or processing aids
   ☐ Monthly
   ☐ Quarterly
   ☐ Annually

You must have current verification on hand that prior to using any nonorganic agricultural ingredient you have done a complete search for an organic form of the ingredient. This record may be in the form of a call log to suppliers, details of internet searches, or copies of emails and letters from suppliers.

3. Indicate how often you will conduct a search for an organic alternative before sourcing a non-organic form of an ingredient:
   ☐ Not applicable, all organic ingredients and processing aids
   ☐ With each shipment of nonorganic ingredients or processing aids
   ☐ Monthly
   ☐ Quarterly
   ☐ Annually

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Use of a nonorganic processing aid or ingredient will result in restrictions on how the product can be labeled.

Only those nonorganic ingredients or processing aids that are specifically listed as allowed within the National Organic Program (§205.605, .606) are allowed for products labeled "Organic."

You must have verification that salt added to your products does not contain prohibited flow or anti-caking agents.

4. Indicate how often you will obtain updated verification that the salt in your product complies.
   - ☐ Not applicable, no salt used.
   - ☐ With each shipment of salt.
   - ☐ Monthly
   - ☐ Quarterly
   - ☐ Annually

Section 9: WATER & NATURAL RESOURCES — NOP §205.103, .272, .601, .605

1. How is water used at your facility? *Check all that apply.*
   - ☐ Not used (***Go to Section 10***)
   - ☐ Ingredient
   - ☐ Cooling
   - ☐ Product transport (fruit floating)
   - ☐ Cleaning organic products
   - ☐ Other (specify):
   - ☐ Cleaning equipment
   - ☐ Cooking

2. Source of water: ☐ Municipal ☐ On-site well ☐ Other (specify):

3. Is water treated on-site? ☐ Yes ☐ No
   If "Yes," please describe what water treatment processes are used:

4. Describe how you monitor water quality at your facility:

5. Describe how you maintain and/or improve natural resources at your facility:

6. Is chlorine, calcium, hypochlorite, chlorine dioxide, or sodium hypochlorite used in wash water or flume water at your facility? ☐ Yes ☐ No
   If "Yes," please ***complete questions 5a. & 5b****.*
   a. How often do you monitor or test discharge or effluent water to ensure the residual chlorine level is at or below 4 ppm (the maximum chlorine residual limit under the Safe Water Drinking Act)?
      ☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Annually
      ☐ Other (specify):
   b. Please describe how you document the results of your monitoring or testing:

7. Is steam used in the processing or packaging of food products? ☐ Yes ☐ No
   If "No," please ***skip to Section 10.*** *If "Yes," does steam have direct contact with organic products?* ☐ Yes ☐ No
   If "No," please ***skip to Section 10.*** *If "Yes,"* ***complete 6a. – 6c.***

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a. Check all that apply to your operation:

☐ Steam filters ☐ Testing of condensate
☐ Condensate traps ☐ Testing of finished products
☐ Other (specify):

b. Are boiler water additives used during food handling or processing? ☐ Yes ☐ No

If "Yes," please list all products used as boiler additives at your facility in the table below. Indicate which boiler water additives will be USed during handling or processing of organic food products.

Attach MSDS and/or label information for boiler additives you plan to use during organic handling or processing.

Name of Boiler Water Additive	Used during organic handling or processing?	Source Name and Phone Number
1.	☐ Yes ☐ No	
2.	☐ Yes ☐ No	
3.	☐ Yes ☐ No	
4.	☐ Yes ☐ No	
5.	☐ Yes ☐ No	

c. If boiler water additives are used during organic processing, describe how you prevent prohibited volatile boiler additives from contaminating organic ingredients or products:

Section 10: PACKAGING, STORAGE CONTAINERS & SHIPPING CONTAINERS NOP §205.270, .272

Packaging materials, bins and storage containers must not contain synthetic fungicides, preservatives, or fumigants. Reusable bags or containers that have been in contact with any prohibited substance in the past must be thoroughly cleaned before use. Procedures used to maintain the organic integrity of products must be documented.

1. What type(s) of packaging materials or storage/shipping containers do you use? *Check all that apply.*

☐ Paper ☐ Foil ☐ Poly ☐ Cardboard ☐ Waxed paper
☐ Aseptic ☐ Wood ☐ Glass ☐ Natural fiber ☐ Plastic
☐ Metal ☐ Other (specify):

2. Are all packaging materials and/or storage and shipping containers food grade? ☐ Yes ☐ No

3. Have any packaging materials and/or storage and shipping containers been exposed to synthetic fungicides, preservatives, or fumigants? ☐ Yes ☐ No

4. Are packaging materials and/or storage and shipping containers reused? ☐ Yes ☐ No
If "Yes," describe how organic products are protected from contamination when placed in the reused container:

5. Describe how you identify packages or containers as organic:

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6. Describe your lot numbering system:

7. Is all organic packaging and labeling equipment cleared prior to subsequent nonorganic runs? ☐ N/A ☐ Yes ☐ No

8. Complete the table below with the details regarding storage of all packaging materials and containers.

Packaging Material	Location and Name of Storage Area	Is area organic packaging only?
1.		☐
2.		☐
3.		☐
4.		☐
5.		☐
6.		☐

All product labels must be submitted to GCIAOCP for approval prior to use.

9. Have all product labels been submitted and approved for use by GCIAOCP? ☐ Yes ☐ No

Section 11: SHIPPING – OUTGOING ORGANIC PRODUCTS — NOP §205.103, .270, .272

1. How do organic products leave your facility? *Check all that apply.*
   ☐ Bins ☐ Bulk bags ☐ Wholesale boxes ☐ Bulk trailer
   ☐ Totes ☐ Drums ☐ Retail packages ☐ Other (specify):

2. Indicate what shipping or sales documents are maintained by your company. *Check all that apply.*
   ☐ Pallet/tote ticket ☐ Clean truck affidavit ☐ Contracts
   ☐ Bill of lading ☐ Purchase order ☐ Certificates of analysis
   ☐ Sales invoice ☐ Scale ticket ☐ Other (specify):

3. Do all documents clearly identify products as organic? ☐ Yes ☐ No

4. Does your company arrange outgoing product transport? ☐ Yes ☐ No
   If "No," please ***go to Section 12.*** *If "Yes," have transport companies been notified of organic handling requirements?* ☐ Yes ☐ No

5. How does your company ensure outgoing transport units are cleaned prior to loading loose, bulk organic products?
   ☐ N/A, only packaged products are shipped ☐ Clean out records
   ☐ Clean truck and equipment affidavits ☐ Other (specify):

6. Are organic products shipped in the same transport units as nonorganic products? ☐ Yes ☐ No
   If "Yes," indicate what steps are taken to segregate organic products:
   ☐ Use of separate pallets ☐ Separate area in transport unit
   ☐ Organic product shrink wrapped ☐ Organic product sealed in impermeable containers
   ☐ Other (specify):

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Section 12: PEST MANAGEMENT — NOP §205.271

National Organic Program outlines a step approach to pest control. *Certified facilities* ***must*** *implement pest management that focuses on good sanitation and preventative practices* ***before*** *use of an approved pest control material. Environmental factors, mechanical, or physical controls that use non-synthetic substances may also be used.*

If preventative measures are not effective, a synthetic substance not on the National List may be used, provided the GCIAOCP office approves use of the substance, method of application and measures taken to prevent contact with ingredients or organic products.

Use of pest control products must be documented and included as part of the organic system plan.

1. What type of pest management system does your facility use?
   - ☐ In-house. Name of responsible person: _____
   - ☐ Contract pest control service. Business name, address, phone: _____

You must notify all outside pest control services that you process organic products. A pest control plan suitable for organic production must be in place and records must be made available by your pest control service regarding all activities.

2. Check all pest problems at your facility:
   - ☐ No pest problems
   - ☐ Crawling insects
   - ☐ Flying insects
   - ☐ Other (specify):
   - ☐ Birds
   - ☐ Rodents

3. Describe your system for monitoring pest populations, including frequency and monitoring documentation maintained.

4. Check all pest management practices at your facility:

Preventative
- ☐ Good sanitation and clean up
- ☐ Removal of exterior habitat/food sources
- ☐ Clean up spilled product
- ☐ Sealed doors and/or windows
- ☐ Physical barriers
- ☐ Screened windows/vents
- ☐ Monitoring
- ☐ Incoming ingredient inspections
- ☐ Other (specify): _____

Mechanical
- ☐ Mechanical traps
- ☐ Ultrasound/light devices
- ☐ Release of beneficials
- ☐ Sticky traps
- ☐ Electrocutors
- ☐ Freezing treatments
- ☐ Heat treatments
- ☐ Other (specify): _____

Materials on National List
- ☐ Pheromone traps
- ☐ Vitamin baits
- ☐ Diatomaceous earth
- ☐ Pyrethrum
- ☐ Rotenone
- ☐ Boric acid

Materials not on National List
- ☐ Crack and crevice spray*
- ☐ Fumigation*
- ☐ Fogging*
- ☐ Other (specify): _____

You must implement preventative pest control practices before the use of an input material.

Records about all practices must be available during your inspection.

****The use, frequency and method of application of synthetic substances must be approved by GCIAOCP.***

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5. If you noted use of any pest control materials that are not on the National List, explain why this material must be used and include details about why preventative and allowed methods are not proving effective. ☐ None used.

6. Submit details on all pest control materials used at your facility: ☐ None used.

Generic and Brand Name of Substance	Where is this substance used?	Frequency of Use	Method of Application	What document is the use recorded on?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

7. Explain how organic products and packaging are protected from exposure to the prohibited materials listed above.

Section 13: QUALITY ASSURANCE & RECORDKEEPING — NOP §205.103, .270, .272

National Organic Program requires a complete recordkeeping system regarding the handling of organic products.

Records must be adapted to the particular operation, must fully disclose all activities and transactions in sufficient details to be readily understood and audited, must be maintained for FIVE YEARS and must be sufficient to demonstrate compliance with National Organic Program.

1. Do you have standard operating procedures for organic processing? *If "Yes," attach a copy.* ☐ Yes ☐ No
2. Do you have an employee training program in place for organic operating procedures? ☐ Yes ☐ No
3. Do you have a Quality Assurance program in place? ☐ Yes ☐ No
   If "Yes," indicate what type of program:
   ☐ ISO ☐ HACCP ☐ Total Quality Management ☐ Other (specify):
4. Does your company conduct product testing? ☐ Yes ☐ No
   If "Yes," list the types of quality or residue testing conducted:

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5. Are samples retained? ☐ Yes ☐ No

6. Do you have a recall system in place? ☐ Yes ☐ No

7. Does your company conduct internal audits? ☐ Yes ☐ No

8. Can your recordkeeping system track the finished product back to all incoming products or raw ingredients? ☐ Yes ☐ No

9. List the documents used to track incoming product.

10. List the documents used to track in process product.

11. List the documents used to track storage of products.

12. List the documents used to track outgoing products.

13. Can your recordkeeping system balance the value and volume of organic materials in with organic products sold? ☐ Yes ☐ No

14. Do you maintain organic records for at least 5 years? ☐ Yes ☐ No

An audit of your production and financial records will be conducted during your annual inspection.

All records related to the processing & handling of organic products must be available for review and copy if necessary.

In addition, please ensure staff involved in maintaining records are also available during all announced inspections.

Section 14: PRODUCT FLOW

Attach a schematic product flow chart to illustrate the flow of products at your facility. This chart must:

- Show the movement of organic products, from incoming/receiving through processing, packing and storage to outgoing/shipping.
- Indicate at what step ingredients and processing aids are added.
- Identify all equipment related to organic.
- Identify all storage areas associated with organic products, including incoming inventory, partially packed products, packaging material and finished product. Identify nonorganic products storage as well.

1. Check all aspects of your waste management system that apply: ☐ On-site dumpster ☐ Material Recycling ☐ Water recycling ☐ Water filtering ☐ Smoke stack filters ☐ Composting ☐ Daily pick-up of waste ☐ Sale of waste ☐ Field application of waste ☐ Other:

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Section 15: AFFIRMATION

I affirm that all statements made in this application are true and correct. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to provide further information as required by the certifying agent.

Signature of Operator:_____ **Date:** _____

I have attached the following documents:

- ☐ Facility Map(s) **(Required)**
- ☐ Pest Control Map(s) showing location of traps, bait stations and monitors. **(Required)**
- ☐ Product Flow Chart **(Required)**
- ☐ Product Profile(s) **(Required)**
- ☐ Organic Certificate(s) **(Required)**
- ☐ Water test, if applicable
- ☐ Residue analyses, if applicable
- ☐ Input product labels, if applicable
- ☐ Organic product labels, if applicable **(Required)**
- ☐ Other:

☐ I have made copies of this system plan and other supporting documents for my own records.

Submit completed form, fees and supporting documents to:

Georgia Crop Improvement Association Organic Certification Program *(GCIAOCP)*
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Athens, GA 30605
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