



Georgia Crop Improvement Association Organic Certification Program

Poultry – EGG HANDLING ADDENDUM

(This document is to be completed and submitted along with the POULTRY Organic System Plan.)

PLEASE NOTE: All documents submitted must be typed. Hand written documents will not be accepted.

NAME (s)	FARM NAME		
ADDRESS	CITY	STATE	ZIP
PHONE	EMAIL	PRIMARY FORM OF CONTACT <input type="checkbox"/> EMAIL <input type="checkbox"/> PHONE	

Section 1: COMPANY OVERVIEW

NOP §205.201, .401

1. Indicate how you plan to market organic eggs. *Check all that apply.*

☐ Wholesale ☐ Retail ☐ Export: _____ ☐ Other: _____

The export of organic products to another country may require additional certification or evaluations.

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

3. Does your company handle both organic and non-organic eggs?

☐ Yes ☒ No

4. Indicate your estimated annual production of packaged eggs: _____ % Organic _____ % Non-Organic

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

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

5. Does your company own the eggs handled at this facility?

☐ Yes ☒ No

If "Yes," at what point do you take ownership?

☐ Own some / Custom handle some

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

6. Do you currently, or plan to contract with another company to pack into their branded (private) labels? ☐ Yes ☒ No

Attach copies of labels for all custom or private labeled organic products.

***If you are handling organic eggs for another company you must submit the product information prior to distribution.
If your contractor provides you with new or revised labels, those labels MUST 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 that agency listed on the label MUST be submitted.

7. Does your 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," complete the following table.

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CONTRACT FARM OR COMPANY NAME	ADDRESS	CERTIFICATION AGENCY OF CONTRACT COMPANY	SERVICE PROVIDED

Section 2: COLLECTION & TRANSPORTATION

NOP §205.103, .270, .272

1. Does your company use collection **containers** for organic eggs? ☐ Yes ☐ No
If "No," skip to #2. If "Yes," complete a – d:
 - a. What types of containers are used? ☐ Wood ☐ Plastic ☐ Metal ☐ Trailers
☐ Trucks ☐ Other: _____
 - b. Check all that apply regarding the collection containers:
 - ☐ Only new or those that have not been in contact with any prohibited substances are used for organic eggs.
 - ☐ Containers were used for non-organic products in the past, have been cleaned, and are now dedicated to organic eggs only.
 - ☐ Containers are used for both non-organic and organic eggs and are *cleaned* prior to each organic use.
 - ☐ Containers are used for both non-organic and organic eggs are *lined* prior to each organic use.
 - c. Describe how you ensure proper use of collection container procedures (clean out, lining place, etc.) and list the records maintained to verify procedures were implemented.
 - d. Describe how your staff distinguishes organic containers from any non-organic containers that you may also use.

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. Answer the following questions regarding the **collection** of organic eggs:
 - a. How do you ensure there are no non-organic residues in collection equipment?

☐ Equipment used for organic eggs only
☐ Equipment is cleaned prior to organic egg use
 - b. What type of cleaning documentation is maintained? ☐ Clean truck / Equipment affidavits
☐ Clean out records ☐ Other: _____
3. Is your company responsible for the **transportation** of organic eggs? ☐ Yes ☐ No
If "No," go to Section 3. If "Yes," complete questions a & b:
 - a. How do you ensure there are no non-organic residues in transportation equipment?

☐ Equipment used for organic eggs only
☐ Equipment is cleaned prior to organic egg use
 - b. What type of cleaning documentation is maintained? ☐ Clean truck / Equipment affidavits
☐ Clean out records ☐ Other: _____

Organic eggs must be protected from contamination and the risk of commingling during collection and transport.

Records related to the collection and transportation of eggs that you are responsible for must be available for review during your annual announced inspection.

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Section 3: CLEANING & SANITATION

NOP §205.103, .270, .272

The NOP Standards require 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 organic integrity of ingredients or products must be documented.

- 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: _____
- 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	USED PRIOR TO ORGANIC	HOW DO YOU ENSURE NO RESIDUES REMAIN?	DOCUMENT CLEANING IS RECORDED ON
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

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 ammonium), you must take additional steps to prevent contamination of organic products and have documentation of your preventative steps available during inspections.

Section 4: PACKING & PROCESSING

NOP §205.103, .270, .272

The National Organic Program requires operations to take measure to prevent the commingling of organic and non-organic 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.

- Please indicate what production records are maintained by your operation:

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- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Equipment clean-out logs | <input type="checkbox"/> Waste log | <input type="checkbox"/> Production log |
| <input type="checkbox"/> Shift production log | <input type="checkbox"/> QC reports | <input type="checkbox"/> Packaging reports |
| <input type="checkbox"/> Finished product inventory reports | | |
| <input type="checkbox"/> Other: _____ | | |

2. How are eggs identified as “organic” on production documents?

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

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

5. Are processed and packed organic eggs stored before shipping? ☐ Yes ☐ No
If “Yes,” complete the table below with the details regarding storage of processed and packed eggs.

PROCESSED ORGANIC PRODUCT	LOCATION AND NAME OF STORAGE AREA	TYPE AND CAPACITY OF STORAGE	ORGANIC ONLY
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

6. Indicate how often you take inventory of packaged eggs:
☐ Monthly ☐ Quarterly ☐ Annually ☐ Other: _____

Section 5: 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 a fax, email or letter.

- **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 Standards on the National List §205.605, .606.

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

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GENERIC AND BRAND NAME OF MATERIAL	PURPOSE OF MATERIAL	ORGANIC PRODUCTS THE MATERIAL IS USED WITH	DOCUMENTATION* SUBMITTED
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

***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, labels and/or other technical data sheets.

2. Does your operation use a material, not listed above, in direct contact with **non-organic** 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 non-organic products at your facility.

Section 6: WATER

NOP §205.103, .272, .601, .605

- How is water used at your facility? *Check all that apply.*
☐ Not used (**Go to Section 7**) ☐ Cleaning equipment ☐ Cleaning organic eggs
☐ Cooling ☐ Other: _____
- Source of water: ☐ Municipal ☐ On-site well ☐ Other: _____
- Is water treated on-site? ☐ Yes ☐ No
 If "Yes," please describe what water treatment processes are used:
- Describe how you monitor water quality at your facility:
- 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 a & b:
 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: _____

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b. Please describe how you document the results of your monitoring or testing:

Section 7: PACKING, STORAGE CONTAINERS & SHIPPING CONTAINERS

NOP §205.270, .272

Packaging materials and storage containers must not contain synthetic fungicides, preservatives or fumigants. 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: _____
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 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:
6. Describe your lot numbering system:
7. Are all organic packaging and labeling equipment cleared prior to subsequent nonorganic runs? ☐ Yes ☐ No ☐ N/A
8. Complete the table below with the details regarding storage of all packaging materials and containers.

PACKAGING MATERIAL	LOCATION AND NAME OF STORAGE AREA	ORGANIC PACKAGING ONLY?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

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		<input style="width: 20px; height: 20px;" type="checkbox"/>
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?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 8: SHIPPING - Outgoing Eggs	NOP §205.103, .270, .272
<p>1. How do organic eggs leave your facility? <i>Check all that apply.</i></p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Bins <input type="checkbox"/> Wholesale boxes <input type="checkbox"/> Bulk trailer <input type="checkbox"/> Retail packages <input type="checkbox"/> Other: _____ </div> <p>2. Indicate what shipping or sales documents are maintained by your company. <i>Check all that apply.</i></p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Pallet/tote ticket <input type="checkbox"/> Clean truck affidavit <input type="checkbox"/> Contracts <input type="checkbox"/> Bill of lading </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Purchase order <input type="checkbox"/> Certificates of analysis <input type="checkbox"/> Sales invoice <input type="checkbox"/> Scale ticket </div> <input type="checkbox"/> Other: _____ <p>3. Do all documents clearly identify products as organic? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>4. Does your company arrange outgoing product transport? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p style="margin-left: 20px;"><i>If "No," please go to Section 9: PEST MANAGEMENT.</i></p> <p style="margin-left: 20px;"><i>If "Yes," have transport companies been notified of organic handling requirements?</i> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>5. Are organic eggs shipped in the same transport units as non-organic products? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p style="margin-left: 20px;"><i>If "Yes," indicate what steps are taken to segregate organic products:</i></p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Use of separate pallets <input type="checkbox"/> Separate area in transport unit </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Organic product shrink wrapped <input type="checkbox"/> Organic product sealed in impermeable containers </div> <input type="checkbox"/> Other: _____	

Section 9: PEST MANAGEMENT	NOP §205.271
<p>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 say non-synthetic substances may also be used.</p> <p><i>If preventative measures are not effective, a synthetic substance not on the National List may be used, provided the GCIAOCP approves use of the substance, method of application and measures taken to prevent contact with ingredients or organic products.</i></p> <p>Use of pest control product must be documented and included as part of the organic system plan.</p>	
1. What type of pest management system does your facility use? <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> In-house. Name of responsible person: _____ <input type="checkbox"/> Contract pest control service: Business name, address, phone: _____ </div>	
<p>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.</p>	
2. Check all pest problems at your facility: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> No pest problems <input type="checkbox"/> Flying insects <input type="checkbox"/> Birds <input type="checkbox"/> Rodents </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Crawling insects <input type="checkbox"/> Other: _____ </div>	

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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: _____

Mechanical

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

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: _____

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.***

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?

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

Section 10: 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 (5) years and must be sufficient to demonstrate compliance with National Organic Program.

1. Do you have standard operating procedures for organic egg handling? *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: _____
4. Does your company conduct product testing? ☐ Yes ☒ No
If "Yes," list the types of quality or residue testing conducted:
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? ☐ Yes ☒ No
9. List the documents used to track incoming product:
10. List the documents used to track in-process eggs:
11. List the documents used to track the storage of eggs:
12. List the documents used to track outgoing eggs:

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13. Can your recordkeeping system balance the value and volume of organic materials in with organic eggs 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 and handling of organic products must be made available for review and copy if necessary. In addition, please ensure staff involved in maintaining records are also available during all announced inspections.

Section 11: 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 eggs, from incoming/receiving through handling, 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:
- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Water recycling | <input type="checkbox"/> Water filtering | <input type="checkbox"/> On-site dumpster | <input type="checkbox"/> Material Recycling |
| <input type="checkbox"/> Sale of waste | <input type="checkbox"/> Field application of waste | <input type="checkbox"/> Composting | <input type="checkbox"/> Daily pick-up of waste |
| | | <input type="checkbox"/> Other: _____ | |

Section 12: AFFIRMATION

I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any of my organically managed fields during the three-year period prior to projected harvest. 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 Standards.

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)**
- ☐ Organic product labels, if applicable **(Required)**
- ☐ Water test, if applicable
- ☐ Other: _____
- ☐ I have made copies of this system plan and other supporting documents for my own records.

Submit completed application, fees and supporting documents to:
Georgia Crop Improvement Association Organic Certification Program (GCIAOCP)
2425 South Milledge Avenue
Athens, GA 30605
(706) 542-2351 Fax: (706) 542-9397
www.georgiacrop.com