



## Handler Organic System Plan

**Date:** \_\_\_\_\_ **Client ID:** AG-C000 \_\_\_\_ OC

**Legal business ID:**

**DBA:**

**Legal Business Status:** Trust/non-profit          Corporation          LLC  
Legal Partnership          Sole Proprietorship          Cooperative          Other:

**Responsible contact name/phone/e-mail:**

**Organic Certification contact name/phone/e-mail:**

**Main Facility address:**

**Official mailing Address:**

**Website address:**

**Are all facilities located at the same address? (Including storage, cleaning, handling, etc.):**

If no, please attach a list that includes all site addresses.

**Please provide a brief overview of your operation:**

**Do you have a copy of the National Organic Program Standards?**

**Do you utilize the Organic Integrity Database? (<https://organic.ams.usda.gov/integrity/>)**

**Year first certified:**

**Prior certifiers:**

**Current certifiers:**

**Have you ever been denied certification, or had your certification suspended or revoked?**

If yes, please describe the circumstances:



**What percentage of your production is organic?**

**Please check all that apply to your operation:**

On-site storage	Packing house	Restaurant	Repackaging of products
Off-site storage	Processing facility	Distributor	Bulk sales
Importing of products	Seed cleaning	Brokering/ trading	Retail Labeling
Exporting of products	Retail Store	Private Labeler	Non-retail labeling
Parallel production (both organic and non-organic products)	Purchase/production of products produced with Hydro/Aero/Aquaponics	Produce multi-ingredient products	Labeling of other than packaged form
Individual Quality Frozen	Canning	Freezing	Baking

<b>GENERAL INFORMATION:</b>	<b>NOP 205.201, 205.401</b>
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**Do you subcontract any of the following out to other operations?**

Processing      Packing      Storage      Transportation      Distribution

Subcontractor name	Address	Phone number	Organic certification body (if applicable)

*Attach additional sheets as necessary*

**Is exposed, unpackaged, bulk or loose organic product handled at these subcontractors?**

*If yes please describe how you prevent contamination/commingling:*



**Products requested for certification:**

Product Name	100% Organic, Organic, or Made with Organic Category	Product Formulation Submitted?	Label Submitted?	Projected Production Amount

*Attach additional sheets as necessary*

**How are products marketed?**

Direct Sales                  Wholesales                  Broker                  Merchant  
 Other:                                  Contract Manufacturing

**Do you produce both organic and conventional product?**

*If yes, which products?*

*If yes, please describe how you prevent contamination/commingling of organic product:*

**Do you do private labeling for other organic operations?**

*If yes, please fill out the following table*

Company Name	Product Name (as it appears on label)	Is the company certified organic?	Certification agency listed on label

*Attach additional sheets as necessary*



SUPPLIERS: NOP 205.201(a)(6)

How do you source organic ingredients?

How do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, and ionizing radiation?

Certified organic ingredients only GE Testing
Letters from Manufacturers Other:

How do you monitor the organic status of your suppliers?

Frequency:

How are organic products received?

Bins Totes Boxes Pails Retail Packages Drums
Dry bulk Liquid bulk Foil bags Paper Bags Other:

How do you monitor the organic status of incoming organic ingredients?

Frequency:

Is an internal lot code assigned to organic ingredients?

If yes please describe the lot code system

Please describe how incoming organic products are protected from contamination and commingling with non-organic products:



**EQUIPMENT/ CLEANING:** **NOP 205.105, 205.103, 205.272**

Equipment name	Used for both organic and non-organic production?	Is it cleaned/purged prior to organic production?	Is cleaning/purge documented?

*Attach additional sheets as necessary*

**What cleaning methods are used?**

- |                 |           |                |            |
|-----------------|-----------|----------------|------------|
| Purging         | Sweeping  | Compressed air | Scraping   |
| CIP             | Vacuuming | Steam cleaning | Sanitizing |
| Manual Cleaning | None      | Other:         |            |

**Are the use of cleansers followed by a potable rinse?**

**Are any products containing quaternary ammonia used?**

**Does your facility test for residues?**

Area	Type of cleaning	Equipment cleaned prior to organic production?	Products used	Frequency	Is cleaning documented?
Receiving area					
Ingredient storage					
Product transfer					
Production area					



Packaging area					
Product storage					
Loading dock					
Building exterior					
Accidental spills					
Other					

<b>PRODUCTION:</b>	<b>205.201(a)(6)</b>
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**What type of production records are maintained?**

- |                              |                      |                |
|------------------------------|----------------------|----------------|
| Ingredient usage report      | Shrinkage log        | Waste Log      |
| Product spec sheets          | Ingredient inventory | Production log |
| QC Reports                   | Finished inventory   | Batch recipes  |
| Ingredient inspection report | Packaging reports    | Label use      |
| Other:                       |                      |                |

**How are products identified as organic on production documents?**

**Are packing/processing lines dedicated organic?**

*If not please describe how you prevent contamination/commingling with non-organic product:*

**How are partial pallets/boxes/drums of organic products handled and how do you ensure they are protected from commingling with non-organic products during packing or processing?**

**What type of post-harvest materials are used at your facility?**

- |        |                   |                     |                   |
|--------|-------------------|---------------------|-------------------|
| None   | Anti-microbials   | Anti-foaming agents | Sanitizers        |
| Waxes  | Floatation agents | Anti-fungal agents  | Sprout inhibitors |
| Other: |                   |                     |                   |



What type of Processing aids are used at your facility?

None Anti-stick agents Anti-caking agents Filtering agents
Enzymes Other:

WATER: NOP 205.103, 205.272, 205.601, 205.605

How is water used at your facility?

None Product Transportation Cleaning Cooking Cooling
Ingredient Other:

What is the water source?

How is water quality monitored?

Frequency
Is this documented?

Does the water quality meet the Safe Water Drinking Act standards?

How is this monitored?
Frequency?

Is water treated on-site?

Is chlorine, calcium hypochlorite, chlorine dioxide, or sodium hypochlorite used?

If chlorine products are used, how and where is water tested to ensure chlorine levels that have final contact are at or below 4 ppm?

Frequency



**Is steam used in processing or packaging of food products?**

**If yes, does steam have direct contact with organic foods?**

**If yes, do you use:**

Testing of condensate

Steam filters

Condensate traps

Testing of finished product

Other:

**Are boiler additives used?**

**If yes, does the steam contact the product?**

**STORAGE: NOP 205.270, 205.272**

Use	Location	Type/capacity	ID Name or number	Dedicated Organic?	Comments/ potential contamination issues (if any)
Ingredient Storage					
Packaging Materials					
In-process storage					
Finished product storage					
Off-site storage					
Other					

**Describe how you ensure organic products are not contaminated or commingled with non-organic products during storage:**

*Frequency of monitoring:*

*Is this documented?*



OUTGOING: NOP 205.270, 205.272

What type of products are products packaged, stored, and shipped in?

- Paper, Glass, Aseptic, Cardboard, Metal, Wood
Plastic, Wax paper, Foil, Natural fiber, Poly, Bulk
Other:

Are all packaging and shipping materials food grade?

How do you ensure any packaging, storage, or shipping containers have not been exposed to synthetic fungicides, preservatives, or fumigants?

Are packaging or shipping materials reused?

If yes please describe how organic product is protected from contamination:

Please describe how you identify packages and containers as organic:

Please indicate what shipping or sales documents are maintained:

- Pallet/tote ticket, Clean truck affidavit, Contracts, Contracts
Bills of lading, Sales invoices, Scale tickets, COAs
Other:

Do all documents clearly identify products as organic?

Does your company arrange outgoing transportation?

How do you ensure outgoing transport units are clean prior to loading?

- N/A packaged product only, Clean-out records, Clean truck affidavit
Other:



Are organic products shipped in the same transport units as non-organic products?

If yes, please indicate how organic products are segregated:

- Separate pallets
Separate area in unit
Organic product is shrink wrapped
Organic product in sealed, impermeable containers
Other:

PEST CONTROL: NOP 205.271

Who is responsible for pest control?

In House-Name of person responsible:

Contract pest control service:

Does your operation have written pest control management procedures?

If yes, please attach.

What pest problems do you have at your facility?

Frequency of pest monitoring:

Are records of pest monitoring kept?

Are records of all pesticide applications kept?

Check all pest management practices used:

- Good Sanitation, Screened windows/vent, Diamotaceous earth\*
Incoming Ingredient Inspection, Physical barriers, Boric Acid\*
Removal of exterior habitat/ food sources, Temperature treatments, Pyrethrum\*
Clean-up spilled Product, Ultrasound/Light devices, Fogging\*
Air Curtains, Sticky traps, Crack and Crevice spray\*
Sealed doors/windows, Electrocuters, Rotenone\*
Repair cracks/holes, Pheromone Traps\*, Fumigation\*
Tin cats, Vitamin baits\*, Carbon Dioxide\*
Other:

\*The use, frequency and method of application of these materials must be included on your input inventory and be given prior approval by the Oregon Dept. of Agriculture. The Input Inventory must be updated and submitted prior to use of new materials.



Application of materials first requires the hierarchy of implementing physical means of pest elimination. If materials are utilized please explain how the ineffectiveness of preventative measures/physical controls:

If materials are used, please explain preventative measures to prevent contact with organic equipment, products, ingredients, and packaging:

BIODIVERSITY: NOP 205.201(a)(6)

If lands outside of the facility are certified organic:

What practices are used to support biodiversity?

- Vegetated swales, Rain gardens, Vegetated filter strips, Roads located to minimize effect on in-stream habitat and fish passage, Other:

What practices are used to prevent erosion?

- Native plant landscaping, Vegetative Cover, Mulch, Other:

IMPORT/ EXPORT: NOP 205.201(a)(6)

Do you import organic ingredients?

If yes, please list imported ingredients

If yes, are products directly imported, or through a broker/distributor?

Where are organic ingredients imported from?



**How are imported products identified?**

**How do you verify product has not been fumigated, irradiated, or treated with other prohibited substances upon entry into the United States?**

**At what point do you legally own the product?**

**Please explain how you verify imported products comply with the USDA organic regulations:**

*Frequency*

**Do you export products?**

*If yes, please list exported products*

**In what packaging/form are products exported?**

**Where are products exported to?**

**Does export bulk packaged product display the statement “Organic product, do not fumigate or treat with irradiation”?**

**At what point do you no longer own the product?**

**Please explain how you verify exported products comply with the country of destination’s organic regulations:**

*Frequency*

**QA AND RECORDKEEPING: NOP 205.103**

**Do you have standard operating procedures for organic processing/ handling?**

*If yes, please attach*



**Do you have a Quality Assurance program in place?**

ISO                      HACCP                      Total Quality Management                      Other:

**Are outside quality assessment services used?**

GlobalGAP                      PrimusGFS                      SQF                      BRC                      USDA GAP  
USDA GHP                      HGAP                      HGAP+                      Other:

**Does your company conduct product testing?**

*If yes, what type of tests?*

*Frequency:*

**Are ingredient samples retained?**

**Are finished product samples retained?**

**Do you have a recall system in place?**

**Does your company conduct internal audits?**

**Indicate all types of records kept:**

Purchase Orders	Contracts	Invoices	Receipts
Bills of lading	Custom forms	Test results	Transaction certificates
Supplier Ingredient Verification for:	Non-GMO	No Sewage Sludge	No Ionizing radiation
Commercial availability search	Receiving records	Receiving logs	Ingredient inspection forms
Blending reports	Production records	Equipment clean-out records	Sanitation logs
Packaging reports	QA reports	Production summary records	Ingredient inventory
Supplier organic certificates	Finished product inventory	Shipping logs	Transport unit inspections/cleaning logs
Scale tickets	Sales orders	Sale invoices	Sales summary
Phytosanitary certificates	Transaction certificates	Certificates of Analysis	Complaint log
Other:			



**Records must track organic integrity from sale of final product, back to incoming invoice and organic certificate of ingredient. Organic ingredients must be verified as certified organic, and non-organic ingredients require commercial availability searches and affidavits as necessary. Please describe how your recordkeeping system meets these requirements.**

**Amounts of organic ingredients in finished products must balance with certified organic ingredients purchased. Please describe how your recordkeeping system meets these requirements.**

**The NOP requires records related to an organic product be maintained for five years. Please describe your system for maintaining records related to organic products.**

<b>Name:</b>	<b>Title:</b>	<b>Date:</b>
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