|  |  |  |  |
| --- | --- | --- | --- |
| **Operation Name:** |       | **Date:** |       |

## ► Complete this form if you are running a processing or handling facility and requesting organic certification for the facility.

## ► Complete this form if there are multiple facilities used in the manufacture of your product and materials in use vary from facility to facility.

|  |
| --- |
|  **NOP §205.201 and §205.272** state that an operation intending to sell, label, or represent agricultural products as organic must develop an organic system plan that is agreed to by the producer and an accredited certifying agent. An organic handling system plan must include a description of practices and procedures to be performed and maintained to prevent organic products from contact with prohibited substances, a list of each substance to be used as a handling input, indicating its composition, source, location(s) where it will be used; and must maintain records that are sufficient to demonstrate compliance with the Act.  |

|  |  |
| --- | --- |
| Name/identification and location of the facility covered by this plan if different from the operation’s main/principal facility:  |  |

## 5.1 CLEANING AND SANITATION

## List below all sanitizers and cleaning materials used on food contact surfaces during transport, storage, handling, and processing. Additionally, list all cleaners/sanitizers used that come in direct contact with organic products (attach additional sheets, if necessary).

## [ ]  Check here if this facility handles milk. Per the Pasteurized Milk Ordinance (PMO), a rinse with potable water is not allowed for facilities that fall under PMO regulations. To adhere to both PMO and Organic regulations, you must use a sanitizer that does not require a rinse.

| INDIRECT CONTACT CLEANERS & SANITIZERS (used on equipment/containers/tools) |
| --- |
| Brand or Trade Name of Chemical | Active Ingredient(s) (Generic Material) | Equipment used on | Rinsed? (Y/N) | Documentation showing rinse (e.g., sanitation log, production log, or wash tag) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **DIRECT CONTACT CLEANERS & SANITIZERS (used directly on food/product)** |
| **Brand or Trade Name of Chemical** | **Active Ingredient(s) (Generic Material)** | **Organic Ingredient(s)/ Product(s) Used On** | **Rinsed? (Y/N)** | **Documentation Showing Rinse (e.g., sanitation log, production log, or wash tag).** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Provide a complete ingredient statement or product label (disclosing active ingredients and usage instructions) for each material listed in the table above.

[ ]  Attached [ ]  Not applicable.

1. Describe in the space provided below the cleaning program for each cleaner/sanitizer listed above or provide this information as an attachment. If you have established Organic Sanitation Standard Operating Procedures (SSOP's), attach a copy.

 [ ]  Cleaning program description (SSOP) is attached. [ ]  Description below. [ ]  N/A: No cleaners/sanitizers are used.

|  |
| --- |
|  |
|  |

## If any surfaces listed above are NOT either cleaned or purged\* prior to each organic run, please explain:

|  |
| --- |
|  |
|  |

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

1. If equipment is purged between runs, describe the purging procedure, including the product and quantity purged. What is done with the purged material? How is the purging process documented to establish effectiveness?
[ ]  Response below. [ ]  Response attached.

|  |
| --- |
|  |
|  |
|  |

1. How do you ensure that residues from sanitation materials not on the National List at §205.605 are effectively removed from organic product contact surfaces prior to organic production?

[ ]  N/A. No residual sanitation materials are in use.

[ ]  Organic product contact surfaces are rinsed with water that meets the Safe Drinking Water Act standards.

[ ]  The sanitation materials in use are alcohol-based and allowed to dry completely.

[ ]  Organic product contact surfaces are tested for residues: [ ]  Low Level Quaternary Ammonia\* (0-10 ppm) [ ] Other testing

\*If using sanitizers that contain quaternary ammonia compounds, you must submit an SOP that details how you effectively remove residues from product contact surfaces prior to organic production.

1. If cleaning is not documented, please explain how cleaning events are verified as being completed:

|  |
| --- |
|  |
|  |

## WATER AND WATER ADDITIVES

1. Does water come into direct contact with organic products or is it added to organic products (i.e., wash water as an ingredient)

*Note: Water used in food production must meet Safe Drinking Water Act standards.*

[ ]  Yes. Complete questions (a) – (c) below. [ ]  No. Skip this Section.

1. Do you use any processes or substances (i.e., RO, UV) to treat water that comes into direct contact with organic products?

[ ]  No. [ ]  Yes. Describe water treatment:

1. Are cooling systems used?

[ ]  No. Skip to question #2. [ ]  Yes. Describe water treatment:

1. If you answered yes to either (a) or (b) above, describe how contact with prohibited materials is avoided:

|  |
| --- |
|  |
|  |

## STEAM AND BOILER ADDITIVES

1. Does steam come into contact with food contact surfaces, organic products or packaging?

[ ]  No. Skip this section. [ ]  Yes. Complete the questions below>

* 1. Describe how you prevent contact with prohibited materials when processing organic products:

|  |
| --- |
|  |
|  |

* 1. Describe where additives are added during processing:

[ ]  Directly to boiler [ ]  Injected into steam line [ ]  Other (describe):

* 1. Identify boiler chemical(s) used are listed in the table below or attach a separate list. For each material identified, include label, MSDS, or specification sheet disclosing all ingredients/components.

[ ]  Requested documentation attached.

| Additive Brand Name | Active Ingredient(s) | Does material carry over into steam?(Y/N) | Is material access shut off and removed from steam system prior to organic production? (Y/N) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 5.4 MONITORING

1) How do you ensure your sanitation and water practices are effective, and how often do you monitor the practices?

|  |
| --- |
|  |
|  |