**What:** This form is for warehouses or storage facilities that do not maintain their own organic certification, but are storing products, packaging, or ingredients for companies certified by Oregon Tilth (OTCO).

**Who:** The manager or **authorized representative** of the warehouse/storage facility must answer the questions below.

► Copies of the Independent & Off-Site Storage (this form) must be kept by both the OTCO certified operation and the warehouse/storage facility.

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| **NOP** **§205.101** allows organic operations to store products at non-certified facilities as long as the products enclosed in a sealed, tamper-evident package or container prior to being received or acquired, the organic products remain in the same package or container, and the products are not repacked or re-labeled while in the control of the storage operation. |

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| **OTCO OPERATION NAME:**  |  |

**STORAGE LOCATION INFORMATION**

|  |  |
| --- | --- |
| Name of Warehouse:       | Manager or Owner:       |
| Phone:       | Fax:       |
| Email(s):       |
| Physical Address:       | City:       |
| State:       | Zip:       | Country:       |

##  WAREHOUSE ACTIVITIES

1. Does the OTCO certified operation retain ownership of the product during storage?

 [ ]  Yes [ ]  No

1. If no, is the product already labeled for retail sale upon receipt at this location?

 [ ]  Yes [ ]  No, STOP\*

1. Does the storage facility further process the organic product in any way (including but not limited to repacking, sorting, reconditioning, culling, icing, hydro cooling, hydro vacuuming)?

 [ ]  Yes, STOP\* [ ]  No

1. Does the storage facility relabel, repack, or apply any material(s) that obscures the original label or lot number/code?

 [ ]  Yes, STOP\* [ ]  No

1. Does the label indicate that the product is “organic”, include a lot number, or other specific identifier?

 [ ]  Yes [ ]  No, STOP\*

1. Do the records indicate that the product is “organic” and include a lot number that traces back to the last certified operation?

 [ ]  Yes [ ]  No, STOP\*

1. Are traceability records maintained by the storage facility sufficient to disclose the descriptions and amounts of organic products brought in and moved out? If the storage facility assigns a tracking number or new lot number to the products, these records must include a link between the original lot number assigned to the product by the OTCO operation.

 [ ]  Yes [ ]  No, STOP\*

**CONTAMINATION & COMMINGLING PREVENTION**

1. Are all organic products and ingredients enclosed in a sealed, tamper-evident package or container prior to being received, and does it remain in that enclosed sealed, tamper-evident package or container during storage?

[ ]  Yes [ ]  No, STOP\*

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| **Examples of sealed, tamper-evident packaging:** | **Examples of packaging that is NOT sealed and tamper-evident:** |
| Produce boxes with “Do not tamper with” tape | Produce boxes that are not taped shut with tamper-evident tape |
| Sealed bulk bags of flour that are sewn or glued shut | Bulk bags of flour that are folded but not sealed |
| *Sealed, tamper-evident packaging makes organic products less susceptible to fraud and mishandling. This helps maintain organic integrity during storage and handling by uncertified operations.* | ***STOP here. Storage facility does not qualify for exemption from organic certification.*** |

1. Does the storage facility implement necessary measure to protect the organic product from contacting prohibited substances such as but not limited to cleaners, sanitizers, pest control materials, nonorganic products, water that has contacted nonorganic products, or other prohibited materials?

[ ]  Yes [ ]  No, STOP\*

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| **\*If you have answered a question which resulted in STOP the storage facility does not qualify for exemption from organic certification and must be certified organic in order to store organic products.** |

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| **Important Information Regarding Electronic Signatures:** Oregon Tilth recognizes and permits the use of electronic signatures in the conduct of its business. By checking the box below, you willingly consent to the use of electronic signatures in the conduct of your business with Oregon Tilth.[ ]  **AGREE** |

Name (Warehouse Manager) Date

Signature

*OTCO reserves the right to inspect any facility storing organic product owned by an OTCO certified operation as specified in 7CFR 205.400 and/or the applicable organic regulations of the countries where the facility is located. If it is determined that the storage operation has misrepresented policies or procedures as stated on this form or acts in a manner that might jeopardize organic integrity or tracking of the organic product, the OTCO client using the facility will be notified. They will be held responsible for correcting any noncompliance issues according to the timeline set by OTCO.*