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

► Complete this form to describe handling of raw organic products prior to sale (e.g., milk, eggs, livestock feed, fiber, meat, etc.). Note: For live animal sales, you must complete form **L8**—Livestock Sales, Transport and Handling.

**►** Complete sections 7.1 – 7.5 below for on-farm facilities (milking parlors, egg washing stations, etc.).

**►** Complete section7.6 for any contract storage facilities.

**►** Complete section7.7 for contract handling facilities (slaughter plants, grain mills, etc.) Note: Contract handling facilities used by an operation that is certified organic must also be certified organic.

**►** Complete section7.8 for packaging of livestock products.

|  |
| --- |
| **NOP §205.201 and NOP §205.272** 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. |

## ON FARM FACILITY INFORMATION

|  |  |  |
| --- | --- | --- |
|  | Facility Name: |       |
|  | Site Address: |       | City: |  |
|  | State/Province: |  | Zip/Postal Code: |  | Country: |  |
| 2) What types of handling activities are performed at this facility?

|  |  |  |
| --- | --- | --- |
| [ ]  Milk animals or maintain a milking facility | [ ]  Cool and store milk | [ ]  Mix, mill, or grind livestock feed |
| [ ]  Slaughter and eviscerate animals *(Handling Certification is required)* | [ ]  Cool, age, cut or wrap meat | [ ]  Process fiber |
| [ ]  Egg washing and/or sorting  | [ ]  Store livestock products  | [ ]  Other (describe):  |

 |

## SITE PLAN AND PRODUCT FLOW

1) Attach an 8.5” x 11” map (may be hand drawn) showing organic processing and storage areas.  [ ]  Map attached

## 2) Describe below, or attach a complete written description or a schematic product flow chart that describes or shows where the product is received, processed, packaged, and stored (as applicable). Identify all equipment, machinery, and storage areas.

##  [ ]  Attached

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

## PRODUCT PROCESSING

## Does this operation further process livestock products or mill livestock feed (not including packaging / labeling)?

[ ]  No. Either not applicable to this operation or processing is performed by a contractor. (Skip to section 7.6.)

[ ]  Yes. Answer questions 2 and 3 below:

## Do any processed products include off-farm ingredients (excluding salt)?

[ ]  No. [ ]  Yes. If yes, Organic Handling certification may be required. OTCO will contact you to discuss the issue.

##  Are any substances / materials used to assist in processing?

[ ]  No [ ]  Yes. Include these products on form **L10**—Materials List, and submit either a product label or photo of \_\_\_the container for each product.

1. **COMMINGLING PREVENTION**

1) Is any equipment used for BOTH organic and non-organic products? [ ]  No. [ ]  Yes. Complete question (A) below.

|  a) How do you ensure organic product is not commingled with or contaminated by non-organic product during processing? |
| --- |
|       |
|       |
|       |

##  CLEANING, SANITATION & WATER USE

1. Describe your cleaning and sanitation steps, including the final rinse step (if applicable), for organic food contact surfaces (counters, milk lines, milk bottles, pasteurizers, mixing and grinding equipment, storage tanks, etc.) or submit a Standard Operating Procedure (SOP) for cleaning and sanitizing food contact surfaces.

*Note: Per the Pasturized 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.* *Documentation must be available at inspection showing an organic approved sanitizer was used prior to handling (moving to bulk tank, loading into tanker trailer, etc) of pasteurized milk. All sanitizers must be listed on the approved materials list (L10)* [ ]  SOP sections are attached.

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

1. All sanitizers used during organic product handling, processing and storage must be identified on the **L10**—Materials List form.

[ ]  No sanitizers/cleaning materials are used. (Skip to section 7.6.) [ ]  Materials have been added to form L10.

1. What practices are employed to ensure that organic contact surfaces are free of prohibited residues?
[ ]  Chlorine materials allowed to evaporate completely.
[ ]  Thorough rinse is performed. Describe: [ ]  Residue testing of finished product(s). Provide specific methods: [ ]  Other (describe):
2. How do you document cleaning/sanitation practices?
[ ]  Cleaning/Sanitation Log [ ]  Notations made on processing/handling record [ ]  Other (describe):
3. Is water used during the cleaning/sanitation process creating the potential for water to come into direct contact with organic product(s) (e.g. wash water)? [ ]  No. Water is not used for cleaning/sanitation. (Skip to section 7.6.)
 [ ]  Yes, water is used during cleaning/sanitation. Complete questions (A)-(D) below.
	1. What is the water source?
	[ ]  Municipal Source [ ]  Well [ ]  Other (describe):
	2. For water from a source other than a municipal system, how do you determine whether it is potable?
	Select all that apply:
	[ ]  Water source is established and documented from a well that is used to provide drinking water for household(s).
	[ ]  Perform periodic water testing and document the test results.
	[ ]  Treat water with an approved/permissible disinfectant in accordance with the Safe Drinking Water Act
	 (Identify the disinfectant and describe the treatment process):
	[ ]  Other (describe):
	3. If testing water, have any tests detected contaminants in the past 24 months?
	[ ]  No. No contaminants have been detected. Documentation to establish this claim is on file.
	[ ]  Yes. Contaminants have been detected. Provide the information requested in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Water Source/Location | Test Date | Contaminant(s) and Rate of Detection | Corrective Measures  |
|       |       |       |       |
|       |       |       |       |
|       |  |  |       |
|  |  |  |       |
|  |  |  |       |

* 1. If chlorine is added to water that directly contacts organic products, indicate the process utilized to ensure that the water **does not exceed the maximum residual disinfectant limit of 4 ppm** at the point where the water last contacts the organic product as required by the Safe Drinking Water Act.
	[ ]  N/A no chlorine used [ ]  Final rinse with chlorine at or below 4ppm
	[ ]  Final rinse with water only [ ]  Other (describe):

## STORAGE FACILITY PRACTICES

1. Do you store livestock products?
[ ]  No. Either no livestock products are stored or the operator relinquishes ownership upon delivery. (Skip to section 7.7.)
[ ]  Yes. Livestock products are stored and the operator retains ownership while the products are in storage:

 Provide the information requested in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Storage Facility Name and Location | Products Stored | Type of Storage | Documentation |
|       |       |       | [ ]  OC\* [ ]  IS\*\* [ ]  OWN\*\*\* |
|       |       |       | [ ]  OC\* [ ]  IS\*\* [ ]  OWN\*\*\* |
|       |  |  | [ ]  OC\* [ ]  IS\*\* [ ]  OWN\*\*\* |
|  |  |  | [ ]  OC\* [ ]  IS\*\* [ ]  OWN\*\*\* |
|  |  |  | [ ]  OC\* [ ]  IS\*\* [ ]  OWN\*\*\* |

\* Attach the **Organic Certificate (OC**) for each certified storage facility listed in the table above.

\*\* For any non-certified storage facility listed in the table above, attach an Oregon Tilth **Independent Storage Information Sheet (IS)**.

 **NOTE**: IS forms are available at [www.tilth.org](http://www.tilth.org). An IS form must be signed and submitted each time a change occurs.

 \*\*\* I **own** or operate this facility myself.

## CONTRACTED FACILITIES

1) Do you contract with other entities to handle or process your certified organic products?

 [ ]  No. Other entities do not handle or process my certified organic products.
 [ ]  Yes. Other entities are contracted to handle or process my certified organic products. Complete the table below and attach each
 facility’s organic certificates for each of the certified services it provides.

|  |  |  |
| --- | --- | --- |
| **Operation / Facility Name** | **Services Provided*****(Examples: slaughter, cut & wrap, label)*** | **Organic Certificate attached** |
|  |  | [ ]  |
|  |  | [ ]  |
|  |  | [ ]  |
|  |  | [ ]  |
|  |  | [ ]  |
|  |  | [ ]  |

## PACKAGING CONTAINER MATERIALS

1. What type(s) of direct contact packaging is/are used? (select all that apply):
[ ]  Hard Plastic [ ]  Flexible Plastic [ ]  Paper [ ]  Cardboard [ ]  Glass

 [ ]  Other:

1. Are all packaging materials verified to be free of prohibited materials from the manufacturer? (e.g. fungicides, preservatives, fumigants)?

[ ]  Yes. Verification documentation is attached. [ ]  N/A. No packaging in use.

1. Do you reuse packaging?

[ ]  No, not applicable. [ ]  Yes; answer (a) below

* 1. Has any reused packaging ever contained non-organic products?

 [ ]  No, used packaging is from organic products only.

 [ ]  Yes, products are protected from contact with possible residue (describe):

|  |
| --- |
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|  |