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| **GOTS 2.6 Segregation, Storage, Packaging and Transport:** An operation intending to sell, label, or represent products as organic must include a description of practices and procedures to be performed and maintained to prevent organic products from contact with prohibited substances or commingled with conventional products, as well as records maintained that are sufficient to demonstrate compliance. Retail trade of GOTS Goods requires specific materials be used for final packaging of goods, including recycled paper and cardboard packaging and the exclusion of virgin plastic single use hangers. |
| **Certified Entity:**  |       | **Date:** |       |

► Complete this form to identify storage, shipping and receiving practices at your facility, or the facility you use to handle your products.

► Complete this form if there are multiple facilities and protocol differs from facility to facility.

► Submit a facility map with storage areas designated clearly for each facility.

|  |  |
| --- | --- |
| **Facility covered by this plan if different than main operation:** |  |

[ ]  My business is (B2B) Business to Business Trade of GOTS Goods

[ ]  My business is in the Retail (B2C) Business to Consumer Trade of GOTS Goods

[ ]  Both options apply to my business

## 6.1 RECEIVING

## Are organic and non-organic products received at the same time or in the same vehicle? [ ]  No [ ]  Yes If yes, what steps are taken to prevent commingling of organic and non-organic products?

[ ]  Labeled pallets [ ]  Organic product sealed or shrink wrapped [ ]  Designated organic and non-organic areas

[ ]  Other:

1. Do any products arrive unsealed or in permeable packaging? **[ ]**  No  **[ ]**  Yes
**If yes, how do you ensure contamination was prevented during transport (e.g., protection from gases, liquids)?**

[ ]  Affidavits from transport companies (sample attached)
[ ]  Certified supplier provides documentation (sample attached)

[ ]  Other:

1. Are products received in reusable containers/vehicles (e.g., plastic containers, shipping containers)? **[ ]**  No  **[ ]**  Yes
**If yes, describe how cleaning practices and materials used, for incoming containers/vehicles, do not contaminate the organic products:**

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## STORAGE

* 1. How do you ensure organic products are not commingled with non-organic products in storage?

[ ]  N/A; all products are organic [ ]  All products sealed and labeled
[ ]  Storage areas dedicated and identified as organic [ ]  Other:

* 1. If off-site facilities are used to store organic ingredients and products, complete the following table, or provide an attachment with this information: [ ]  N/A [ ]  Attached

|  |  |  |
| --- | --- | --- |
| **Storage Facility Name & Location** | **Ingredients/Products Stored** | **Documentation\*** |
|       |       | [ ]  SC [ ]  IS |
|       |       | [ ]  SC [ ]  IS |
|       |       | [ ]  SC [ ]  IS |

***\*Attach the Scope Certificate (SC) for each certified organic storage facility listed above. For any non-certified facilities, attach a completed OTCO Independent Storage (IS) Information Sheet form, available at:*** [***www.tilth.org***](http://www.tilth.org)

##

## PACKAGING & SHIPPING

1. Are all packaging materials verified to be free of prohibited materials from the manufacturer (e.g., fungicides, preservatives, fumigants)? [ ]  Yes, documentation on file [ ]  N/A, no packaging
2. Are products shipped in plastic packaging? [ ]  No [ ]  Yes
3. GOTS does not allow GOTS Goods to be packaged in chlorinated plastics (PVC) packaging, what documentation do you retain to show compliance?
4. Are products packaged in bioplastic packaging? What assurances are in place to show that the plastic is produced from non-GMO biomass sources and are certified/tested to be nontoxic, biodegradable, or home/industrially compostable?
5. What measures do you use to reduce plastic use in packaging?

3) Are single use hangers utilized?

[ ]  No [ ]  Yes [ ]  If yes, attach Specification Sheet

4) How do you provide positive assurance there is no substitution for GOTS Goods with non-organic outgoing products?

[ ]  Organic never shipped with non-organic [ ]  Clearly labeled packages/pallets [ ]  Separate areas in vehicle
[ ]  Organic product sealed or shrink wrapped [ ]  Other:

5) Are products shipped in unsealed or permeable packaging (e.g., open boxes, totes)? [ ]  No [ ]  Yes
**If yes, how do you ensure contamination will be prevented during transport (e.g., protection from gases, liquids)?**

[ ]  Affidavits from transport companies (sample attached) [ ]  Buyer provides documentation (sample attached)

[ ]  Other:

1. Are products shipped in reusable containers/vehicles (e.g., RPCs, railcars, shipping containers)? [ ]  No [ ]  Yes
**If yes, describe cleaning practices for outgoing containers/vehicles:**

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