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

► Complete one form for each facility/location.

**►** Complete questions 2.1 and 2.2 (2) if you only trade, or market 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. |

## GENERAL FACILITY INFORMATION

|  |
| --- |
| Facility Name:       |
| Site Address:       | Country:       |
| City:       | State:       | Zip:       |
| Contact Name:       | Title:       |
| Phone:       | Fax:       |
| Email(s):       |

* 1. Type of Processing or Handling at this facility (check all that apply):

[ ]  Storage and distribution [ ]  Labeling (retail) [ ]  Labeling (non-retail/bulk)

[ ]  Repacking [ ]  Processing/manufacturing [ ]  Transportation/combining loads

[ ]  Brand owner [ ]  Trader/broker (facilitating sale or trade)

[ ]  Other (explain):

* 1. Products handled at this facility are: [ ]  Organic only [ ]  Organic and nonorganic
	2. Do you process or handle any nonorganic products which are visually indistinguishable from or identical to organic products? [ ]  No [ ]  Yes
		+ 1. If yes, please list products:
	3. If off-site facilities are used to store and/or distribute organic ingredients and products, complete the following table, or provide an attachment with the requested information:

[ ]  N/A, No off-site facilities are used. [ ]  Information provided in the table below. [ ]  Requested information is attached.

|  |  |  |  |
| --- | --- | --- | --- |
| **Storage Facility Name & Location** | **Ingredients/Products Stored** | **Documentation\*** | **Own the location?\*** |
|       |       | [ ]  OC [ ]  IS  | [ ]  Yes [ ]  No |
|       |       | [ ]  OC [ ]  IS  | [ ]  Yes [ ]  No |
|       |       | [ ]  OC [ ]  IS  | [ ]  Yes [ ]  No |
|       |       | [ ]  OC [ ]  IS  | [ ]  Yes [ ]  No |

\* (OC) Organic Certificate, (IS) Independent Storage Information Sheet, (OWN) You own and/or operate the facility yourself.

All forms are available at [www.tilth.org](http://www.tilth.org).

## 2.2 SITE PLAN AND PRODUCT FLOW

* 1. Attach 8.5 x 11” site map(s) showing all organic processing and storage areas (may be hand drawn).

[ ]  Map attached.

* 1. Attach either a complete written description or a schematic product flow chart that describes or shows where and how the product is received, stored, processed, packaged, and warehoused. The flow chart(s) must include all production steps; identify all equipment, machinery, grading stations, and storage areas; and indicate where ingredients are added or processing aids are used. Please submit a separate flow chart for each production type.

[ ]  Flow Chart(s) attached.

* 1. Will all organic production equipment requested for organic certification be physically in place prior to inspection?

[ ]  Yes, and I understand this is required per §205.403(b)(2) of the NOP regulations.

* 1. Describe how any “work in process” (WIP) or temporary storage is identified as organic and protected from prohibited substances:

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| --- |
|       |
|       |

* 1. For materials used in or on nonorganic products in this facility, describe below how you prevent accidental use during organic processing and how this can be verified at inspection:

|  |
| --- |
|       |
|       |

* 1. Identify any other material/input used during any organic processing step that is not otherwise disclosed in another section of the OSP:

|  |
| --- |
|       |
|       |