**Oregon Tilth Certified Organic**

PO Box 368 • Corvallis OR 97339 • Phone (503) 378-0690 Fax (541) 753-4924

Email: organic@tilth.org Website: www.tilth.org

**Organic System Plan – Class OR (Retail)**

Organic Retail Application – New Applicant

* **As you fill out this form, keep in mind you are creating a legal document.** No information will be supplied to any third party without prior permission of the operator, with the exception of accreditation agents or government authorities. Compiled data for statistical summaries may be distributed within Oregon Tilth (also referred to as “OTCO”) only.
* **Make payment for all applicable certification fees related to this application**. Refer to the OTCO Fee Schedule to determine the certification fee(s) due for your operation. Applications will not be processed before payment is received or without an approved financial agreement.
* **Applications must be completed in full**. Oregon Tilth must receive and review a complete application before an inspection wil be scheduled. NOTE: An additional fee of $25 may be charged for an application that is returned for completion.
* **Do not rush through the application process.** Oregon Tilth recommends beginning the application process well in advance of the time your operation set for the date that certification is required. While certification can be completed promptly when all required documentation is provided and no unforeseen questions arise, Oregon Tilth calculates that the process takes approximately twelve weeks. We recommend that you schedule your application process accordingly.

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| FOR OFFICE USE ONLY: | | |
| Received: | Cleared Accounting: | Fee Estimate: |

**SECTION 1: General Information**

**[NOP 205.201, 205.2 and 205.401]** The National Organic Program (NOP) requires all operations seeking certification to develop an organic system plan that is agreed to by the certified producer or handler and an accredited certifying agent. A certified operation must update this system plan on an annual basis in order to verify continued compliance. A Person is defined as: An individual, partnership, corporation, association, cooperative, or other entity.

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| **Primary Contact Information** | | |
| Name of person making application for organic certification: |  | |
| Please select the appropriate legal description for the applicant and provide the corresponding information requested. | | |
| **🞎 Sole Proprietor**  **🞎 Partnership** | | |
| Business Name (DBA): |  | |
| Address:  (Street, City, State / Province and Zip Code) |  | |
| Applicant’s website: |  | |
| Proprietor / Partner Name: |  | |
| Phone Number(s): | Primary: |  |
| Mobile: |  |
| Office: |  |
| Fax: |  |
| Email Address: |  | |
| Partner Name (if necessary): |  | |
| Phone Number(s): | Primary: |  |
| Mobile: |  |
| Office: |  |
| Fax: |  |
| Email Address: |  | |
| **🞎 Limited Liability Corporation (LLC)**  **🞎 Corporation**  **🞎 Trust / Other Entity** | | |
| Legal Address:  (Street, City, State / Province and Zip Code) |  | |
| Website: |  | |
| Executive Director, Managing Director,  or Registered Agent: |  | |
| Phone Number(s): | Primary: |  |
| Mobile: |  |
| Office: |  |
| Fax: |  |
| Email Address: |  | |
| Organic Compliance Manager:  (if applicable) |  | |
| Phone Number(s): | Primary: |  |
| Mobile: |  |
| Office: |  |
| Fax: |  |
| Email Address: |  | |
| Listing of all officers/shareholders with contact information for each officer/shareholder contact information | Listing attached. | |
| Articles of Incorporation | Articles of Incorporation attached. | |

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| **Other Contacts (if applicable)** | | | | | |
| People with a knowledge of the applicant’s organic operation who have delegated authority to access all information contained in the Organic Management Plan and any other documentation related to the applicant’s organic processes and certification; i.e., consultants, processing entities, managers, etc. | | | | | |
| **1** | Name: |  | | | |
| Company: |  | | | |
| Title: |  | | | |
| Phone Number(s): | Primary: | |  | |
| Mobile: | |  | |
| Office: | |  | |
| Fax: | |  | |
| Email Address: |  | | | |
| **2** | Name: |  | | | |
| Company: |  | | | |
| Title: |  | | | |
| Phone Number(s): | Primary: | |  | |
| Mobile: | |  | |
| Office: | |  | |
| Fax: | |  | |
| Email Address: |  | | | |
| **3** | Name: |  | | | |
| Company: |  | | | |
| Title: |  | | | |
| Phone Number(s): | Primary: | |  | |
| Mobile: | |  | |
| Office: | |  | |
| Fax: | |  | |
| Email Address: |  | | | |
| **Production Partnership (if applicable)** | | | | | |
| A production partnership involves a collaborative effort among two or more independent companies to market their products jointly. For example, a production partnership may include secondary production partners/farmers contracted to provide crop or livestock products to a primary production partner/handling operation. In this example, the farmer(s)’ products contribute to a finished organic product sold by the handling operation. Such an arrangement allows a primary production partner—like a handler—to cover the certification expenses of a secondary production partner—like a farmer. | | | | | |
|  | Company: |  | | | |
| Contact Person: |  | | | |
| Title: |  | | | |
| Phone Number(s): | Primary: | |  | |
| Mobile: | |  | |
| Office: | |  | |
| Fax: | |  | |
| Email Address: |  | | | |
| **Requisite Authorization:** Being a legally authorized representative, I authorize the above listed entity(ies) to act on behalf of my company for the purposes of establishing and maintaining organic certification. | | | | | |
| Name: | | | Title: | | Date: |
| Signature: | | | | | |

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| **Certification History** | | |
| **1)** Has this operation at any time: | | |
| A) Received an organic certification? | | Yes  No |
| If yes, respond to items (a)-(d). If no, skip to question B). | | |
| a) Attach a copy of the most recent organic certificate | | Certificate attached. |
| b) Identify the certifying agency(ies) | |  |
| c) Provide the dates of certification | |  |
| d) Are you still currently certified by another certifying agency? | | Yes  No |
| If yes, identify the agency with which you are still certified | |  |
| B) Been denied organic certification? | | Yes  No |
| C) Had an organic certification suspended or revoked? | | Yes  No |
| D) Withdrawn from certification with outstanding points of non-compliance or conditions? | | Yes  No |
| E) Withdrawn an application for certification with outstanding points of non-compliance or conditions? | | Yes  No |
| **2)** If yes was selected for any question (B)-(E) above, attach a copy of all relevant documentation including notice(s), letter(s) and a detailed description of corrective actions implemented to resolve each issue. | | Documentation attached. |
| **3)** Have you reviewed the NOP Standards? | | Yes  No |
| **4)** Have you reviewed the OTCO Program Manuals? | | Yes  No |
|  | | |
| **5)** Check all certification services requested: | | |
| USDA NOP (Organic)  Salmon Safe  USDA-MAFF (Japan)  EU\*  Canada\*\*(for operations located in Canada) | | |
| \* EU evaluation requires submission of EU Application and appropriate fees | | |
| \*\*Canadian evaluation requires submission of Canadian application and appropriate fees | | |
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| 6) Do you plan on producing a multi-ingredient product; purchasing, selling or repackaging another’s product(s) (i.e., cleaning, bagging, etc.)? | | Yes  No |
| If yes, be aware that you must complete and submit an Organic Handling Management Plan to OTCO. | | |
| 7) Have you ever failed a regulatory inspection or had a negatively scoring report from a regulatory agency (i.e., FDA, USDA, OSHA, state department of health or agriculture, etc.)? | | Yes  No |
| If yes, identify, explain, and attach all relevant documentation. | | Documentation attached. |
| 8) List all other certifications held by this company: | | |
| 9) When do you anticipate the need forcertification? | < 90 days  < 6 months  <1 year | |
| Certification may take up to, or in some cases, exceed 90 days. Let us know if there is an urgent need or extraordinary circumstance that would necessitate expediting the process. | | |

**Note**: All applications may be downloaded from OTCO’s website, [www.tilth.org](http://www.tilth.org)*.*

**SECTION 2: Retail Plan Information**

NOP Rule 205.201(a) provides that, unless exempt or excluded, a producer or handler intending to sell, label, or represent agricultural products as organic must develop an Organic Handling Plan (OHP) that is agreed to by the producer or handler and the certifying agency (in this case, Oregon Tilth). The OHP must be submitted with the application and reviewed by OTCO for compliance with organic regulations.

Oregon Tilth will perform an on-site inspection to verify that the information provided in the OHP accurately reflects the practices identified in the OHP. The OHP must be updated annually (at minimum) to include any updates or changes to the previous year’s OHP intended to be applied in the coming year.

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| Retail Plan Information | |
| Type of Retail Facility: | Independent Supermarket  Independent Health Food Store  Natural Foods Supermarket  Natural Foods Cooperative  Regional/National chain, Number of stores: \_\_\_\_\_\_\_\_\_\_  Other (specify): |
| What % of Total Sales is Organic? | <5%  5-25%  25-50%  50-75%  >75% |
| Number of Employees: |  |
| Total Square Footage: |  |
| Sq. Footage of Area Certified: |  |
| Government Permits/Licenses: (Health Department, Department of Agriculture, Weights and Measure, etc): | |

**SECTION 3: Retail Organic Handling Plan**

**Note:** If you are seeking organic certification for more than five locations managed by a centralized/corporate office, skip this section and continue at SECTION 4: Centralized Operations.

Complete this section for each facility, or for each department in a large facility. List locations of all stores, commissaries, food processing facilities, and central warehouses.   
  
For each facility/department you will be asked to identify:

* Name of the person responsible for maintaining organic standards.
* Organic products produced at the facility.
* Organic products produced off-premises (in retailer’s own facility or in co-packers’ facilities)
* Facility contact information
* Whether the facility is applying for its own, separate certification or to be included as part of a retailer’s blanket certification.

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| A. Facility / Department Information | | |
| Facility / Department Name: |  | |
| Address:  Street, City, State/Province  and Zip Code |  | |
| Primary Manager Name: |  | |
| Phone Number(s): | Primary: |  |
| Mobile: |  |
| Office: |  |
| Fax: |  |
| Email Address: |  | |

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| B. Facility Description |
| Provide a physical description of all areas where organic product is received, stored, prepared, handled and displayed, including the types of equipment used and associated handling protocols.  Attach diagrams or additional sheets if needed.  Additional documents are attached. |
| **Receiving:** |
| **Storage:** |
| **Preparation and Handling:** |
| **Display:** |
| Site map for each location is attached. |
| Company’s organic policies are attached. |

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| **A.** **Site Information** | | | | | | | |
| Complete this table providing information for each location or attach additional sheets that list all locations and the requested site information for each. | | | | | Additional sheets attached. | | |
| Location Name or Number | Contact Name | Phone | Street Address | City | State | Zip | Email address |
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**SECTION 4: Centralized Opperations**

Note: Complete this section ONLY if your operation consists of more than five (5) locations managed by a centralized/corporate office.

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| B. Organization Structure | | | |
| 1. Describe the organizational structure of your company (central headquarters, franchises, regional offices, etc.): | | | |
| 1. Describe the personnel and management structure (teams, management, etc.): | | | |
| 3. Indicate how functions / decisions are managed—Centrally, Regionally, Locally or all: | | | |
| a. | Organic Compliance Systems | Centrally  Regionally  Locally  All |
| b. | Organic Sourcing | Centrally  Regionally  Locally  All |
| c. | Material Use | Centrally  Regionally  Locally  All |
| d. | Pest Control and Pest Control Contractors | Centrally  Regionally  Locally  All |
| e. | Sanitization and Cleaning | Centrally  Regionally  Locally  All |
| f. | Signage / Display Areas | Centrally  Regionally  Locally  All |
| g. | Organic Product Labeling | Centrally  Regionally  Locally  All |
| h. | Operating Procedures | Centrally  Regionally  Locally  All |
| i. | Staff Training | Centrally  Regionally  Locally  All |
| j. | Other (specify): | Centrally  Regionally  Locally  All |
| 4. Where individual locations make independent decisions, indicate the parameters/guidelines for making the decisions (notification of regional management, internal audits where system are unique, etc.). | | | |

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| C. Organization Implementation Consistency |
| 1. Describe the training plan for organic policies and procedures and how training is implemented at each location. |
| 2. Describe how you monitor whether procedures and policies are being appropriately implemented at each location. |
| 3. Describe (for all locations seeking organic certification) how you ensure that employees have ongoing access to organic practices, procedures and updates. |
| 4. Describe the policies and procedures in place to address the issue of how to correct non-compliances. |
| D. Display Areas |
| 1. Describe how in-store labels are generated and your overall system for verifying the accuracy of organic claims and ingredient statements on the labels. |

**SECTION 5: Background Information**

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| 1. **Department Certification and Employee Training** | | | |
| Identify the departments included in the retail operation, whether certification is being requested for the existing department(s) and whether employee training is conducted in that department. | | | |
|  | Department | Requesting Certification | Conduct Employee Training |
| Fresh Produce |  |  |  |
| Bulk food areas |  |  |  |
| Herbs & Spices |  |  |  |
| Meats |  |  |  |
| Grocery |  |  |  |
| Dairy |  |  |  |
| Health & Beauty |  |  |  |
| Prepared Foods – Bakery |  |  |  |
| Prepared Foods – Deli |  |  |  |
| Prepared Foods – Salad bar |  |  |  |
| Prepared Foods – Coffee bar |  |  |  |
| Prepared Foods – Juice bar |  |  |  |
| Other (specify): |  |  |  |
| Warehouse (separate facility) |  |  |  |

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| 1. **Receiving Protocols** |  |
| Does the retail establishment have in place receiving protocols to examine incoming organic products prior to them being placed in inventory? | Yes  No |
| If yes, please describe: | |
| 1. **Quarantine Protocols** |  |
| Does the retail establishment have in place a quarantine protocol for organic products that arrive with improper labels, are damaged, or in some way exhibit that their organic integrity has been compromised? | Yes  No |

**SECTION 6: Employee Training**

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| 1. **Employee Training Program** | |
| 1. Do you have an employee training program? | Yes  No |
| 1. Is the training program in written form? | Yes  No |
| 1. Does your training program document and track individual employees’ training? | Yes  No |
| 1. Does your training program include training on the proper handling of organic products? | Yes  No |
| 1. Do your employees understand the USDA Final Organic Rule and Regulations for labeling products as organic? | Yes  No |
| 7. Do your employees understand the basic production methods associated with certified organic production? | Yes  No |
| 8. Are your employees empowered to re-label organic food as non-organic in the event that commingling or contamination has occurred? | Yes  No |
| 9. Do your employees sign an affidavit or other document, stating that they understand the responsibilities in maintaining the integrity of organic produce? | Yes  No |
| 10  Copies of the training program protocols and related forms are attached. | |

**SECTION 7: Water Usagge**

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| **A.** | | |
| 1. Check the boxes that correctly reflect the manner in which water is used in the retail store: | | |
| Misting organic product in display areas | Cleaning equipment | |
| Cooling organic product in display areas | Cleaning facility | |
| Cooling organic product in preparation | Other (specify): | |
| Cooling organic product in storage | Other (specify): | |
| Washing organic product | Other (specify): | |
| Ingredient in prepared foods |  | |
| Cooking organic products |  | |
| Note: A water test is recommended for all water that comes into direct contact with organic products (not water used for sanitation purposes). If you checked any boxes in the left-side column above, a water test is recommended. | | |
|  | | |
| 2. What is the source of your water? | | Municipal system  On-site well  Other (specify): |
| 3. Is the water used in organic processing potable? | | Yes  No |
| 4. Water tests are conducted by: | | City  In-house  Third party |
| 5. Are water additives used? | | Yes  No |
| 6. If yes, please list: | | |
| 7. Is water treated or filtered at this facility? | | Yes  No |
| 8. If yes, please describe the treatments/methods used (i.e., chlorination, filtration, softening, reverse osmosis, etc.): | | |
| 9. How often are filters replaced or cleaned? | | |
| 10. What is the residual chlorine level in water used in food preparation? | | |
| 11. Does water used in organic processing comply with the Safe Drinking Water Act Standards? | | Yes  No |
| 12. List any water contaminants known to exist in the water supply area: | | |

**SECTION 8: Pest Management**

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| **A.** | | |
| 1. Pest management is handled: | In-house  contractor | |
| a) If contracted with an outside company, list the company and its contact information: | Company Name:  Address: | |
| b) Is the pest management company aware that organic products are being processed/handled? | Yes  No | |
| c) Is the company aware of organic requirements? | Yes  No | |
| 2. Provide a description of the facility’s immediate surroundings: | | |
| 3. What specific preventative pest management measures are used on the *exterior perimeter* of the facility? | Weed control  Gravel/concrete barrier  Removal of food source  Mowing  Mulching  Other (specify): | |
| 4. What management practices and/or devices do you use to prevent pests: | Sanitation  Building maintenance  Mechanical traps  Glueboards  Light  Exclusion  Phermone traps  Electrocutors  Other (specify): | |
| 5. What materials from the National List have been or are currently being used? | Diatomaceous earth  Boric acid  Vitamin D3  Non-synthetic oils  Enzymes  Sticky traps/barriers  Pheromones  Other (specify): | |
| 6. Check all pest problems you address regularly: | Flying insects  Crawling insects  Spiders  Birds  Rats  Mice  Other (specify): | |
| 7. Describe your system for monitoring pest populations: | | |
| 8. Describe what measures are taken to prevent organically produced goods, equipment and packaging from coming into contact with pest materials (i.e., fumigation, crack and crevice spray etc.): | | |
| 9. Attach to this form:   * a map showing the location of traps and monitors * any letters or contracts you have with a pest control service * pest material labels * a Material Safety Data Sheet for each pest control product used | | Documents attached. |

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| 1. Pest Management, continued | | | | | | |
| 11. List below both non-synthetic and synthetic pest control materials used to control pests. | | | | | | |
| Generic material | Brand or trade name | Target Pest | Where used | | Frequency | |
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| 12. Are any products used that are prohibited by organic standards? | | | | Yes  No | |
| 13. Is it possible for any pest control products to come into contact with any organic products, display areas or packaging materials? | | | | Yes  No | |
| 14. If yes, please describe your protocols to prevent contamination: | | | | | |
| 15. Where are pesticides stored? | | | | | |
| 16. Is the pest management program currently in place effective? | | | | Yes  No | |

**Section 9: Cleaning and Sanitation**

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| A. General Information | | |
| 1. Sanitation is handled: | In-house  Outside company | |
| a) If contracted with an outside company, please list the company and their contact information (address, phone, email) | Company Name: | |
| b) Are they aware that organic products are processed/handled? | Yes  No | |
| c) Are they aware of organic requirements? | Yes  No | |
| 2. How is cleaning and sanitation documented? | Pre-op checklist  Sanitation Log  Other (specify): | |
| 3. Check all cleaning methods used: | Sweeping  Vacuuming  Sanitizing  Compressed air  Manual washing  Other (specify): | |
| 4. Are all surfaces that contact organic products food grade? | Yes  No | |
| 5. Are any direct food sanitizers used? | Yes  No | |
| 6. If yes, please list in the chart on the next page (Question 14) | | |
| 7. Are any no-rinse food surface sanitizers used? | Yes  No | |
| 8. If yes, please list in the chart on the next page (Question 14) | | |
| 9. Are all food contact surfaces thoroughly rinsed to remove cleaners and sanitizers? | Yes  No | |
| 10. Do you test food contact surfaces or rinse water for cleanser/sanitizer residues? | Yes  No | |
| 11. Where are cleaning/sanitizing materials stored? | | |
| 12. Attach cleaning and sanitation protocols, logs, label information and/or Material Safety Data Sheets for cleaners and sanitizers used in the store. | | Attached |

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| 13. Provide information on your cleaning program and products used for each department unless all information from each department is the same: | | | | | | | | | | | |
| **Type of cleaning** | **Equipment used** | **Products used (Generic and brand name)** | **Frequency** | **Documentation?** | **Area(s) used check all that apply** | | | | | | |
|  |  |  |  |  | **Receiving** | **Cold storage** | **Dry storage** | **Preparation areas** | **Building exterior** | **Accidental spills** | **Display areas** |
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| 14. List any sanitizers directly applied to organic ingredients and/or products: (i.e., flume water, spray bars, etc.) | | | |
| **Product or Ingredient** | **Application Method** | **Generic Material** | **Brand Name** |
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**Section 10: Produce Department**

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| A. General Information | | | | |
| 1. Are you seeking organic certification for the produce department? | | | Yes  No  If no, skip to the next section | |
| 2. Name of Manager or Employee in Charge: | | | | |
| B. Sources of Organic Produce | | | | |
| 1. Provide a list of all organic produce sold, (invoices will be sufficient) suppliers and current certification information for direct suppliers. Keep this information on file for 5 years (3 years for non-certified retail stores). | | | | |
| C. Receiving | | | | |
| 1. Do you check received produce against an invoice to ensure that what you ordered is the same as what you received? | | | Yes  No | |
| 2. Do you check incoming organic produce for brand name identification and name of certifying agent? | | | Yes  No | |
| 3. Do you affix/tag incoming organic produce that are not properly labeled  as such? | | | Yes  No | |
| 4. Is there a quarantine protocol for produce that arrive with improper labels or are damaged in some way? | | | Yes  No | |
| 5. Do you inspect incoming produce and remove fumigant slips, pads, sulfite slips and other types of liners? | | | Yes  No | |
| D. Storage | | | | |
| 1. Type of storage areas: | Walk-in cooler: | Sq. Footage: | Temperature: | |
|  | Dry storage areas: | Sq. Footage | Temperature: | |
| 2. Are organic and non-organic storage areas clearly labeled? | | | Yes  No | |
| 3. Do you maintain dedicated organic storage areas? | | | Yes  No | |
| 4. Is all organic produce properly labeled as such in storage areas? | | | Yes  No | |
| 5. Are fumigant slips, pads, sulfite slips, or other types of liners used in any  produce received? | | | Yes  No | |
| 6. If yes, please list type of produce: | | | | |
| 7. How do you protect the integrity of organic produce that are stored and displayed in proximity of non-organic products, prohibited materials, and/or other potential contaminants? | | | | |
| E. Fresh Produce Preparation Areas | | | | |
| 1. Do you maintain separate areas and equipment for organic and non-organic produce preparation? | | | Yes  No | |
| 2. If not, how do you ensure that food preparation surfaces and equipment do not contaminate organic produce?  Only prep organic produce on clean and rinsed surfaces, with clean equipment.  Prep all organic produce first, prior to prepping non-organic produce.  Maintain sanitation schedules.  Keep written logs that show when surfaces and equipment where cleaned.  Other (specify): | | | | |
| 3. When organic produce is washed, is water fresh and clean? | | | Yes  No | |
| 4. When organic produce is washed, is the sink area clean prior to use? | | | Yes  No | |
| 5. Are packaging materials clean and free of dyes and chemicals? | | | Yes  No | |
| 6. Are packaging materials recycled for re-use between non-organic and  organic produce? | | | Yes  No | |
| 7. If yes, how do you protect the integrity of the organic produce? | | | | |
| F. Fresh Produce Display Areas | | | | |
| 1. Are produce labels checked routinely for accuracy? | | | | Yes  No |
| 2. Are organic and non-organic produce displayed in distinctly separate areas? | | | | Yes  No |
| 3. Is organic produce, not individually wrapped, displayed next to non-organic produce? | | | | Yes  No |
| 4. Are specific shelf liners, containers, baskets and other display items used only for organic, with specific items for non-organic? | | | | Yes  No |
| 5. Are shelf liners washed between use on non-organic and organic display areas? | | | | Yes  No |
| 6. Are individual organic produce items, not wrapped individually, labeled “organic”? | | | | Yes  No |
| 7. In wet display areas, does non-organic produce touch or drip on organic produce? | | | | Yes  No |
| 8. Is it easy for the customer to distinguish between organic and non-organic produce? | | | | Yes  No |
| 9. Are there any display areas where the customer may be able to inadvertently commingle organic and non-organic produce? | | | | Yes  No |

**Section 11: Bulk Foods**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A. Bulk Foods, Herbs and Spices Department | | | | |
| 1. Are you seeking organic certification for your bulk foods department? | | | Yes  No  If no, skip to the next section | |
| 2. Name of Manager or Employee in Charge: | | | | |
| B. Sources of Organic Products | | | | |
| 1. Provide a list of all organic products sold, (invoices will be sufficient) suppliers and current certification information for direct suppliers. Keep this information on file for 5 years (3 years for non-certified retail stores). | | | | |
| C. Receiving | | | | |
| 1. Do you check received products against an invoice to ensure that what you ordered is the same as what you received? | | | Yes  No | |
| 2. Do you check received organic products for brand name identification, name of certifying agent, and USDA seal or seal of organic certifier? | | | Yes  No | |
| 3. Do you affix/tag incoming organic produce that are not properly labeled as such? | | | Yes  No | |
| 4. Is there a quarantine protocol for produce that arrive with improper labels or are damaged in some way? | | | Yes  No | |
| D. Storage | | | | |
| 1. Type of storage areas: | Walk-in cooler: | Sq. Footage: | Temperature: | |
|  | Dry storage areas: | Sq. Footage | Temperature: | |
| 2. Are organic and non-organic storage areas clearly labeled? | | | Yes  No | |
| 3. Do you maintain dedicated organic storage areas? | | | Yes  No | |
| 4. Are all organic products properly labeled as such in storage areas? | | | Yes  No | |
| 5. When organic product is partially used and returned to the storage area, is the bag or container closed tightly, taped and twist tied, and properly labeled? | | | Yes  No | |
| E. Preparation Areas | | | | |
| 1. Do you maintain separate areas and equipment for organic and non-organic bulk food re-bagging or re-packing? | | | | Yes  No |
| 2. If not, how do you ensure that food preparation surfaces and equipment do not contaminate organic products?  Only prep organic bulk foods on clean surfaces, with clean equipment.  Use separate scoops, utensils and cleaning towels for organic and non-organic products.  Re-bag all organic bulk food first, prior to re-bagging non-organic bulk food.  Maintain sanitation schedules.  Keep written logs that show when surfaces and equipment where cleaned.  Surface area is cleaned after each order.  Other (specify): | | | | |
| 3. Are packaging materials food grade, clean and free of dyes and chemicals? | | | | Yes  No |
| 4. Are packaging materials recycled for re-use between non-organic and  organic products? | | | | Yes  No |
| 5. If yes, how do you protect the integrity of the organic products? | | | | |
| F. Display Areas | | | | |
| 1. When filling bulk bins, is there documentation maintained either on the bin or on a separate checklist, detailing a lot number or identifying code to track the product back to the source? | | | | Yes  No |
| 2. Are organic bulk food bin labels checked routinely for accuracy? | | | | Yes  No |
| 3. Do all organic bulk food bin labels meet USDA Organic Rules and Regulations for 100%, at least 95%, and 70% organic ingredients? | | | | Yes  No |
| 4. Are all organic ingredients listed in the ingredient section of the label? | | | | Yes  No |
| 5. Are bulk bins used for organic products cleaned prior to use? | | | | Yes  No |
| 6. How are bulk bins cleaned?  F. Display Areas, continued | | | | |
| **7. Please be sure to list all cleaning products used in Section 8: Cleaning and Sanitation** | | | | |
| 8. Are organic and non-organic bulk bin displayed in distinctly separate areas? | | | | Yes  No |
| 9. Is it easy for the customer to distinguish between organic and non-organic products? | | | | Yes  No |
| 10. Is it possible for consumers to spill non-organic bulk food into or on the cover of an organic bulk food item? | | | | Yes  No |
| 11. Are there any display areas where the customer may be able to inadvertently commingle organic and non-organic products? | | | | Yes  No |
| 12. Describe any changes you have made to protect the integrity of the organic produce in the produce department. | | | | |

**Section 12: Meat Department**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **General Information** | | | |
| 1. Are you seeking organic certification for your meat department? | | | Yes  No  If no, skip to the next section |
| 2. Name of Manager or Employee in Charge: | | | |
| 3. Do you have a HACCP program in place? | | | Yes  No |
| 4. Do you have any off-site processing or storage of organic meat products? | | | Yes  No |
| 5. If yes, please include information on that facilities organic handling practices in this section. | | | |
| 6. Type of organic meat products sold:  Beef  Chicken  Turkey  Lamb  Pork  Bison  Other (specify): | | | |
| 7. How are organic meat products sold?  Prepackaged fresh or frozen in self serve display case  Ground organic meat products in self serve display case  Fresh organic meat cuts behind glass  Ground organic meat products behind glass  Other (specify): | | | |
| 8. Are any organic meat products further processed or ground on the premises? | | | Yes  No |
| 9. If yes, please specify: | | | |
| B. Sources of Organic Produce | | | |
| 1. Provide a list of all organic products sold, (invoices will be sufficient) suppliers and current certification information for direct suppliers. Keep this information on file for 5 years (3 years for non-certified retail stores). | | | |
| C. Receiving | | | |
| 1. Do you check received products against an invoice to ensure that what you ordered is the same as what you received? | | | Yes  No |
| 2. Do you check received organic products for brand name identification and name of certifying agent? | | | Yes  No |
| 3. Do you affix/tag incoming organic products that are not properly labeled  as such? | | | Yes  No |
| 4. Is there a quarantine protocol for produce that arrive with improper labels or are damaged in some way? | | | Yes  No |
| D. Storage | | | |
| 1. Type of storage areas: | Walk-in cooler: | Sq. Footage: | Temperature: |
|  | Walk-in freezer: | Sq. Footage: | Temperature: |
|  | Other: | Sq. Footage: | Temperature: |
| 2. Are organic and non-organic storage areas clearly labeled? | | | Yes  No |
| 3. Do you maintain dedicated organic storage areas? | | | Yes  No |
| 4. Are all organic products properly labeled as such in storage areas? | | | Yes  No |
| E. Meat Preparation Areas | | | |
| 1. Do you maintain separate areas, tubs and equipment for organic and non-organic product preparation? | | | Yes  No |
| 2. If not, how do you ensure that meat preparation surfaces and equipment used do not contaminate organic meat?  Only prep organic meat products on clean surfaces, with clean equipment  Prep all organic meat products first, prior to prepping non-organic meat products  Maintain sanitation schedules.  Keep written logs that show when surfaces and equipment where cleaned  Other (specify): | | | |
| 3. Are packaging materials food grade, clean and free of dyes and chemicals? | | | Yes  No |
| F. Meat Display Areas | | | |
| 1. Are meat labels checked routinely for accuracy? | | | Yes  No |
| 2. Do labels show “certified organic” for organic meat products? | | | Yes  No |
| 3. Are organic and non-organic meat products displayed in distinctly separate areas? | | | Yes  No |
| 4. Is any organic meat product displayed next to non-organic meat? | | | Yes  No |
| 5. If yes, is it possible for these products to drip, touch or commingle in any way? | | | Yes  No |
| 6. Are specific display case trays, containers and other display items used only for organic, with specific items for non-organic? | | | Yes  No |
| 7. Are trays washed between use for non-organic and organic meat products? | | | Yes  No |
| 8. Is it easy for the customer to distinguish between organic and non-organic meat products? | | | Yes  No |
| 9. Are there any display areas where the customer may be able to inadvertently commingle organic and non-organic meat products? | | | Yes  No |
| 10. Describe any changes you have made to protect the integrity of the organic meat products in the meat department. | | | |

**Section 13: Prepared Foods**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A.** | | | | |
| 1. Are you seeking organic certification for your prepared foods department? | | | Yes  No  If no, skip to the next section | |
| 2. Name of Manager or Employee in Charge: | | | | |
| B. Sources of Organic Products | | | | |
| 1. Provide a list of all organic products sold, (invoices will be sufficient) suppliers and current certification information for direct suppliers. Keep this information on file for 5 years (3 years for non-certified retail stores). | | | | |
| 2. If you use organic products taken from other store departments, is a product transfer log maintained? | | | Yes  No | |
| 3. Are organic ingredients on recipes clearly highlighted? | | | Yes  No | |
| C. Receiving | | | | |
| 1. Do you check received products against an invoice to ensure that what you ordered is the same as what you received? | | | Yes  No | |
| 2. Do you check received organic products for brand name identification, name of certifying agent, and USDA seal or seal of organic certifier? | | | Yes  No | |
| 3. Do you affix/tag incoming organic produce that are not properly labeled as such? | | | Yes  No | |
| 4. Is there a quarantine protocol for produce that arrive with improper labels or are damaged in some way? | | | Yes  No | |
| D. Storage | | | | |
| 1. Type of storage areas: | Walk-in cooler: | Sq. Footage: | Temperature: | |
|  | Dry storage areas: | Sq. Footage: | Temperature: | |
| 2. Are organic and non-organic storage areas clearly labeled? | | | Yes  No | |
| 3. Do you maintain dedicated organic storage areas? | | | Yes  No | |
| 4. Are all organic products (ingredients and finished) properly labeled as such in storage areas? | | | Yes  No | |
| 5. Are prepared organic food products stored in distinctly separate areas from prepared non-organic food products? | | | Yes  No | |
| E. Preparation Areas | | | | |
| 1. Do you maintain separate areas and equipment for organic and non-organic food product preparation? | | | | Yes  No |
| 2. If not, how do you ensure that food preparation surfaces and equipment do not contaminate organic products?  Only prepare organic products on clean surfaces with clean equipment  Prepare all organic products first, prior to preparing non-organic products  Maintain sanitation schedules.  Keep written logs that show when surfaces and equipment where cleaned  Other (specify): | | | | |
| 3. When organic produce is washed, is the water fresh and clean? | | | | Yes  No |
| 4. When organic produce is washed, is the sink area clean prior to use? | | | | Yes  No |
| 5. On the prep table and shelves, are organic ingredients clearly separated from non-organic ingredients? | | | | Yes  No |
| 6. Are packaging materials food grade, clean and free of dyes and chemicals? | | | | Yes  No |
| 7. If yes, how do you protect the integrity of the organic products? | | | | |
| F. Non-Organic Ingredient Verification for Use in Products Labeled as “Organic” or “Made with Organic (Specified Ingredients or Food Groups)” | | | | |
| 1. Please attach all letters from manufacturers or suppliers verifying information on non-organic ingredients. | | | | Attached |
| 2. Are all ingredients non-genetically engineered? | | | | Yes  No |
| 3. Are all ingredients produced without the use of sewage sludge? | | | | Yes  No |
| 4. Are all ingredients non-irradiated? | | | | Yes  No |
| 5. If processing aids are used, do they meet USDA Rule requirements? | | | | Yes  No |
| 6. List any processing aids used: | | | | |
| 7. Do you ensure that the same non-organic and organic ingredients are not used in the organic product? | | | | Yes  No |
| 8. Do you insure that all non-organic ingredients are not available as organic AND listed on § 205.606 of the National List? | | | | Yes  No |
| G. Prepared Foods Display Areas | | | | |
| 1. Are products labels checked for accuracy? | | | | Yes  No |
| 2. Are organic and non-organic products displayed in distinctly separate areas? | | | | Yes  No |
| 3. Are any organic products not individually wrapped displayed next to non-organic products? | | | | Yes  No |
| 4. Are shelf liners, bowls, serving containers, baskets and other display items cleaned prior to use for organic? | | | | Yes  No |
| 5. Are dividers used between non-organic and organic display areas? | | | | Yes  No |
| 6. Are individual organic product items labeled “organic”? | | | | Yes  No |
| 7. Is it easy for the customer to distinguish between organic and non-organic products? | | | | Yes  No |
| 8. Is there any display areas where the customer may be able to inadvertently commingle organic and non-organic products? | | | | Yes  No |
| 9. Describe any changes made to protect the integrity of the organic products in the prepared food department: | | | | |

**Section 14: Prepackaged Grocery Foods**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Are you seeking organic certification for your prepackaged grocery foods department? | | | Yes  No  If no, skip to the next section |
| 2. Name of Manager or Employee in Charge: | | | |
| A. Receiving | | | |
| 1. Do you check received products against an invoice to ensure that what you ordered is the same as what you received? | | | Yes  No |
| 2. Do you check received organic products for brand name identification, name of certifying agent, and USDA seal or seal of organic certifier? | | | Yes  No |
| 3. Do you affix/tag incoming organic produce that are not properly labeled as such? | | | Yes  No |
| 4. Do you have a label monitoring program? | | | Yes  No |
| 5. Is there a protocol in place for addressing packaged products with noncompliant labels? | | | Yes  No |
| 6. Is there a quarantine protocol for produce that arrive with improper labels or are damaged in some way? | | | Yes  No |
| B. Storage | | | |
| 1. Type of storage areas: | Walk-in cooler: | Sq. Footage: | Temperature: |
|  | Walk-in freezer: | Sq. Footage: | Temperature: |
|  | Dry storage areas: | Sq. Footage: | Temperature: |
| 2. Are organic and non-organic storage areas clearly labeled? | | | Yes  No |
| 3. Do you maintain dedicated organic storage areas? | | | Yes  No |
| 4. Are all organic products properly labeled as such in storage areas? | | | Yes  No |
| 5. Are product shelf labels checked for accuracy? | | | Yes  No |
| 6. Is it easy for the customer to distinguish between organic and non-organic products? | | | Yes  No |
| 7. Describe any changes you have made to protect the integrity of organic products in the prepackaged food department: | | | |

**SECTION 15: Affirmation and Signatures**

The undersigned agrees to the following:

* I/We swear that all certification applications are an accurate account and full representation of all materials and methods used in the production or handling of certified organic products included in this or supplemental applications.
* I/We shall maintain copies of all applications as legal records.
* I/We understand and accept that any willful misrepresentation on any of the forms submitted to Oregon Tilth will require revocation of the relevant organic certification initiated by this application. Under these circumstances, I/we agree to return the original certificate to Oregon Tilth on request.
* I/We further understand and accept that any willful misrepresentation may give cause to Oregon Tilth to seek damages for any loss they may sustain as a result of any willful misrepresentations made.
* I/We agree to maintain records as required by Oregon Tilth.
* I/We have read the OTCO Program Manuals, and agree to report any significant changes pertaining to the information herein and to continue to manage any crop that is designated organic in accordance with the standards and procedures.
* I/We consent to Oregon Tilth’s decision to subcontract work related to certification (e.g. testing or inspection) to an external body or person and hereby understand Oregon Tilth shall take full responsibility for such subcontracted work, including confidentiality, and maintain its responsibility for granting, maintaining, suspending or revoking certification.
* I/We agree that all forms submitted in the future in connection with certification by Oregon Tilth shall be submitted subject to these same affirmations, and I/we hereby so affirm.
* I/We affirm that the undersigned is a duly appointed agent of the applicant and that I have read, fully understand and agree to be bound by this Agreement, which includes the *Terms & Conditions - Oregon Tilth Certification Services and Trademark Use*, which are incorporated herein by reference and shall comprise a single fully integrated and binding agreement between Operator and OTCO. If not attached, a copy of the Terms & Conditions is also available at [www.tilth.org](http://www.tilth.org) and Operator shall not execute this Agreement without reviewing and consenting to the Terms & Conditions.

Upon signing this application, the operator / owner agrees that Oregon Tilth will have access to all facilities and records that provide information about the operation, and constitute compliance with organic standards. This application must be signed in order for OTCO to proceed with the certification process.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature(s) |  | Date |
| Name(s) |  | Date |