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

► Complete this form if you operate a processing or handling facility or if you take physical possession of products that you sell/distribute.

► Complete this form if there are multiple facilities used in the manufacture of your product and practices described vary from facility to facility.

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|  **NOP §205.201 and §205.272** state thatan 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 or commingled with conventional products. These practices must be implemented and records must be maintained that are sufficient to demonstrate compliance. |

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| Name/identification and location of the facility covered by this plan if different from the operation’s main/principal facility: |  |

## RECEIVING

## Do you ever receive organic and nonorganic products at the same time or in the same vehicle? [ ]  Yes [ ]  No

If yes, what steps are taken to prevent commingling of organic and nonorganic products?

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

[ ]  Other:

1. Do any products arrive unsealed or in permeable packaging (e.g., clamshells, open boxes, trucks)? [ ]  Yes [ ]  No

If yes, how do you ensure contamination was prevented during transport (e.g., protection from gases, liquids)?

[ ]  Transport companies provide an affidavit (example attached). [ ]  Certified supplier provides documentation (example attached).

[ ]  Other:

1. Do you receive products in reusable containers (e.g., plastic containers, tankers, railcars)? [ ]  Yes [ ]  No

If yes, describe how cleaning practices and materials used for cleaning do not contaminate the organic product.

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NOTE: You may need to request this information from the container supplier or transportation company if your operation is not responsible for cleaning the reusable container/vehicle. All cleaners/sanitizers used on reusable containers/vehicles must be removed or if they remain must be found on the National List of the NOP and included in your OSP as an approved material. [ ]  Attached

## STORAGE

* 1. Are atmosphere modifiers (e.g., CO2, ethylene) used in any ingredient or product storage areas?

[ ]  N/A. No atmosphere modifiers are used. [ ]  Yes. Describe how the atmospheric modifier is used:

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

[ ]  N/A. All products are organic. [ ]  All products are sealed and labeled. [ ]  Dedicated storage areas are identified as organic.

[ ]  Other:

* 1. Do you store ingredients/products in reusable containers? [ ]  Yes [ ]  No

a) If yes, describe how cleaning practices and materials used for cleaning do not contaminate the organic product.
[ ]  Disclosed on the H5. [ ]  Other:

## PACKAGING & SHIPPING

1. What types 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. Are any packaging aids used (e.g., nitrogen gas, CO2, oxygen absorbers)?

[ ]  No [ ]  Yes, list:
If yes, packaging aids must be listed on your Master Ingredient List (MIL) and a label or spec sheet included in your OSP.

1. If using biodegradable packaging (e.g., Polylactic Acid (PLA)) has it been verified that it does not contain any genetically modified (GM) material?

[ ]  Yes [ ]  No [ ]  N/A, No biodegradable packaging in use.

1. Do you ensure that “active” and “intelligent” packaging is not used in direct contact with organic products?

 [ ]  Yes [ ]  No [ ]  N/A, No active or intelligent packaging in use.

1. How do you prevent commingling of outgoing organic and non-organic products?

[ ]  Organic products are never shipped with non-organic products. [ ]  Clearly labeled packages/pallets are used. [ ]  Organic product is sealed or shrink wrapped. [ ]  Organic and non-organic products are loaded into separate areas in the transportation vehicle.
[ ]  Other:

6) Do you ship products in unsealed or permeable packaging (e.g., clamshells, open boxes, trucks)? [ ]  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:

7) Do you ship products in reusable containers/vehicles (e.g., RPCs, tankers, railcars)? [ ]  No [ ]  Yes

If yes, describe cleaning practices for outgoing containers/vehicles on form H5 – Sanitation & Water Practices.

[ ]  Included

 NOTE: You may need to request this information from the container supplier or transportation company if your operation is not responsible for cleaning the reusable container/vehicle. All cleaners/sanitizers used on reusable containers/vehicles must be removed or if they remain must be found on the National List of the NOP and included in your OSP as an approved material. [ ]  Attached

## MONITORING

1) How do you ensure your receiving, storage, packaging, and shipping practices are effective? How often do you monitor the practices?

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