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

**►** Complete this form to explain how you handle **raw organic crops** before selling them.

**►** Fill out sections 7.1-7.9 for any *on-farm facilities*.

**►** Fill out section 7.10 for any *offsite facilities* that you contract with to process or store your crops that you still own.

***Note:*** *Most contract facilities must be certified organic.*

**►** Simple processing can be covered by your farm certification, but for more complex processing you will need handling certification. Contact Oregon Tilth for further information (503) 378-0690.

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| **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.  **NOP §205**.**271** Pest control practices are limited to management practices, physical controls, lures, repellents, and other non-synthetic or synthetic substances consistent with the National List. |

## ON FARM FACILITY INFORMATION The site location is show on the farm map.

Facility Name:

Site Address:  City:

State/Province:  Zip/Postal Code:  Country:

1. Describe the activities that take place at this facility:

Handling/Processing (washing, sorting, mixing, drying, blending, packaging)  Storage  
 Other:

1. List the organic crops that are handled or stored at this facility or attach a separate list.  Attached

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## SITE PLAN AND PRODUCT FLOW

1. Attach a facility layout, either hand drawn or digital, that shows the areas used organic processing and storage.

Attached

1. Attach a flow chart or describe how crops are harvested, received, processed, packaged, and stored. Include all equipment, machinery, and storage areas.  Attached

Describe:

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## Post-Harvest Handling and On-farm Processing

1. What processing activities are performed?  Not applicable or use contract processor **(skip to section 7.4)**

Washing  Sorting  Freezing  Cutting  Cooking

Mixing  Packaging  Fermenting  Drying/dehydrating  Seed Cleaning

Other:

1. Do any processed products contain ingredients that come from off the farm (except salt)?

No

Yes - **Note**: If yes, you may need an organic handling certification; OTCO will contact you to discuss this.

1. Do you also process non-organic products at this facility?

No  Yes - **Note**: If yes, you may need an organic handling certification.

1. Do you use any substances to help process your products (processing aids)?

No

Yes - List these products on the **C11**Materials List form and submit a product label or a photo of the container.

1. **COMMINGLING AND CONTAMINATION PREVENTION**

1) Is the handling area or equipment used for BOTH organic and non-organic crops?  No (skip to section 7.5)

Yes

1. If yes, how do you make sure that organic crops are not commingled with or contaminated by nonorganic crops during processing?

Separate equipment is used for organic crops  
 Cleaning equipment thoroughly between uses  
 Processing organic crops before non-organic crops   
 Storing organic and non-organic crops in separate areas  
 Other (explain):

1. **WATER USE**  N/A - no water used in contact with crops **(skip to section 7.6)**
2. Do you use water that comes in direct contact with your organic product (such as wash water)?  No

Yes:

* 1. What is the water source?

Municipal Source  Well  Other (describe):

* 1. If the water is not from a municipal source, how do you make sure it is safe to drink (potable)?

The well provides drinking water for the household.

Water is tested regularly for contaminants.

Water is treated with an approved disinfectant following the Safe Drinking Water Act.

List the materials used to treat the water:

Other (describe):

* 1. If you test the water, have any tests come back positive for contaminants?

Yes  No

If yes, explain:

Test results are attached

* 1. If you add chlorine to water that directly contacts organic products, explain how make sure the chlorine level stays at or below the limit allowed by the Safe Drinking Water Act (4 ppm) where the water last contacts the product.

Not applicable, no chlorine is added.

Final rinse uses water only.

Final rinse uses chlorine at or below 4ppm.

Other (describe):

1. **CLEANING AND SANITATION**  N/A – No cleaners or sanitizers are used (**skip to section 7.7**).
2. Describe how you clean and sanitize organic food contact surfaces (like counters, mixers, grinders, and storage areas), including any final rinse step. You may attach a Standard Operating Procedure (SOP) for cleaning and sanitizing these surfaces.

SOP sections attached

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1. Do you use sanitizers or cleansers on equipment?

No  Yes, materials have been added to the C11.

* 1. If yes, explain how you make sure that contact surfaces are free of residue:

Let chlorine materials and/or sanitizers fully evaporate.

Thorough rinse (explain how you rinse surfaces to remove all cleaning materials):

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Residue testing — explain the methods you use to check for leftover residues (such as swab tests, test strips, or visual checks):

Other (explain):

## STORAGE FACILITY PRACTICES

1. Do you store crops?

No, not applicable or I no longer own the product after harvest or delivery (**skip to section 7.8**)

Yes, I still own crops while they are in storage.

1. Complete the table below to list the storage facilities you use. Include both on-site storage and other locations. This may include hay barns, grain bins, dry storage, cold storage, walk-in coolers, seed sheds, and similar areas.

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

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

\*\* For any non-certified facilities listed above, attach an Oregon Tilth **Independent Storage Information Sheet (IS)**.

**Note:** IS forms are available at www.tilth.org and must be signed and submitted when changes occur.

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

## FACILITY PEST MANAGEMENT Not applicable, no crop storage or handling facilities are used (skip to section 7.9)

1. What types of pests do you currently have or are included in your pest control plan?

N/A – No pests in facilities  Flying insects  Crawling insects  Rats

Mice  Spiders  Birds  Other (please specify):

1. Which of the following management practices do you use to prevent pests?

Remove pest habitat, food sources, and breeding areas,  Prevent pest access to handling facilities,

Vents, doors, and/or windows are sealed or screened.  Inspect all incoming ingredients for pests.

The facility uses positive air pressure.  Sheet metal installed on the exterior sides of the building.

Inspection zones are maintained along the interior perimeter of the building.

Lighting fixtures are located away from vents, windows, or doors.

Control environmental factors like temperature, light, humidity, air flow, and atmosphere to prevent pest reproduction.

Other (specify):

1. Which of the following methods do you use to control pests in organic production and storage areas?

Mechanical or physical controls (like traps or barriers)

Lures and repellents using allowed non-synthetic or synthetic substances on the National List.

*All materials must be listed on the C11 Materials List form.*

1. Do pest control methods adequately prevent or control pests?  Yes  No
   1. If not, what other pest control measures do you use?

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* 1. If you use pest control materials not on the National List, how do you keep them from contacting or contaminating organic products, ingredients, and packaging?

Store non-approved materials away from organic products and packaging.

Use separate equipment and tools for prohibited materials.

Apply pest control treatments only when organic products are not present.

Clean and sanitize areas after using prohibited materials.

Other (explain):

## PACKAGING CONTAINER MATERIALS

1. What types of packaging do you use that come into direct contact with the organic product? (select all that apply)

Flexible plastic (bags or wraps) Glass containers Metal cans or tins Paper

Hard Plastic (containers or jars) Compostable or biodegradable packaging Cardboard

Twine Other (specify):

1. If you use paper packaging, cardboard boxes, or twine (such as jute, hemp, or sisal), do you have proof from the manufacturer or supplier that these materials were not treated with prohibited materials post-production (such as synthetic fungicides, preservatives, or fumigants)?

N/A - No cardboard or paper packaging or twine in use

A composition or specification sheet is attached.

A letter of guarantee from the manufacturer or supplier is attached.

Other documentation is attached (specify):

***Note:*** *Active or smart packaging that could contaminate organic products is not allowed.*

1. If you use compostable or biodegradable packaging, how do you make sure it is non-GMO (not made with genetically modified materials)?

N/A – No compostable or biodegradable packaging in use.

Documentation from the manufacturer or supplier is attached.

The label attached states it is non-GMO.

Other documentation is attached (specify):

1. For single use packaging used for crops intended for human consumption, how do you make sure that the packaging is food grade?

N/A – No single-use packaging in use.

A certificate of compliance or guarantee letter from the manufacturer or supplier is attached.

Product specification sheet attached.

The label attached states it is food grade.

Other documentation is attached (specify):

1. Do you reuse packaging?

No, not applicable  Yes (describe):

1. Has any reused packaging ever been used for non-organic products?

No, reused packaging was only used for organic products.

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

## Off-site Processing and handling Not applicable, no off-site facility used.

1. Do you use a certified organic facility to process or handle your crops after harvest?

Yes, but I transfer legal ownership at delivery (skip this section).

Yes, and I keep ownership of the product during post-harvest processing (complete questions 2 through 5)

1. Complete the following table (or attach a list) with all required information about each product that will be included in your organic certification and is processed by another operation.  List attached

*This section affects how your products will appear on your organic certificate and in online directories; Oregon Tilth reserves the right to change product names to match standard naming conventions.*

| Type of Product  (*Required*:  Will appear on certificate.  *Ex: Almonds, Olive Oil, Wine, Raisins)* | Product Detail  (*Optional*: Will appear on certificate, but not online. *Ex, Roasted, Extra Virgin, Shiraz Clamshells, Sun dried*) | Organic Label Claim | | | Label or Brand Name | Name of operation doing the processing | Certifier |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 100% Organic | Organic | Made With Organic \*\*\* |
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1. Attach a valid organic certificate for each processing facility listed above.  Attached
2. Attach a label for each product listed above and make sure to complete the **C8** Labeling and Sales form.

Attached

1. How do you make sure the processing facilities you use are certified by a USDA-accredited certifier and stay in good standing?

We keep valid certificates onsite that list the branded products and receive updated certificates every year.

We check the Organic Integrity Database (OID) to confirm certificates are valid.

Other (explain):