**What:** This form is for warehouses or storage facilities that do not maintain their own organic certification, but are only storing products, packaging, or ingredients for companies certified by Oregon Tilth (OTCO). If the warehouse/storage facility performs more than just storing products for companies certified organic by Oregon Tilth, they must complete the Exempt Handler Affidavit form instead of the Independent& Off-Site Storage form.

**Who:** The manager or **authorized representative** of the warehouse/storage facility must answer the questions below.

► Copies of the Independent & Off-Site Storage (this form) must be kept by both the OTCO certified operation and the warehouse/storage facility.

|  |
| --- |
| **NOP** **§205.101** allows organic operations to store products at non-certified facilities as long as the products are enclosed in a sealed, tamper-evident package or container prior to being received or acquired, the organic products remain in the same package or container, and the products are not repacked or re-labeled while in the control of the storage operation. |

|  |  |
| --- | --- |
| **OTCO OPERATION NAME:** |  |

**STORAGE LOCATION INFORMATION**

|  |  |  |
| --- | --- | --- |
| Name of Warehouse: | Manager or Owner: | |
| Phone: | Fax: | |
| Email(s): | | |
| Physical Address: | City: | |
| State: | Zip: | Country: |

## WAREHOUSE ACTIVITIES

1. Does the OTCO certified operation retain ownership of the product during storage?

Yes  No

1. If no, is the product already labeled for retail sale upon receipt at this location?

Yes  No, STOP\*

1. Which activities does the storage facility perform:
   1. None of the below, products enter and exit the storage facility without undergoing any repacking, relabeling, or processing. Products stay in the same container/package they arrive in with no additional labels or stickers added to the package.
   2. Repacking
      1. Pouring bulk (nonretail) products into retail packages, STOP\*
      2. Placing retail packaged products into a larger box without organic claims for shipping purposes (e.g. retail fulfillment centers)
      3. Putting individual retail packages into a retail display that OTCO has approved.
   3. Relabeling:
      1. Adding a sticker or label to the packaged product. This includes the outside of bulk containers or pallets as well as individual retail packaged products. Submit a sample of the sticker or label used by the storage facility.
         1. If yes, does the sticker or label contain any of the following:
            1. Allowed information that does not obscure the original label:

Distributor Brand Name,

Weight/Quantity

Contact information for the distributor

Internal lot numbers for inventory management at the storage facility

* + - * 1. Prohibited information that may or may not obscure the original label, STOP\*:

Customer PO number

New Lot Number

Customer item number

Generic product name with or without reference to organic status

* 1. Other processing activities (including but not limited to repacking, sorting, reconditioning, culling, icing, hydro cooling, hydro vacuuming)

Yes, STOP\*  No

1. Does the original label indicate that the product is “organic” and include a lot number or other unique identifier?

Yes  No, STOP\*

1. Do the records indicate that the product is “organic” and include a lot number or unique identifier that can be traced back to the last certified operation?

Yes  No, STOP\*

1. Are inventory records maintained by the storage facility sufficient to track incoming and outgoing products? This includes tracking quantities and organic status of the products. If the storage facility assigns an internal tracking number or internal lot number to the products, records must be maintained linking the original lot number to the assigned internal tracking number.

Yes  No, STOP\*

**CONTAMINATION & COMMINGLING PREVENTION**

1. Are all organic products and ingredients enclosed in sealed, tamper-evident packages or containers prior to being received, and do they remain in the same enclosed sealed, tamper-evident packages or containers during storage?

Yes  No, STOP\*

|  |  |
| --- | --- |
| **Examples of sealed, tamper-evident packaging:** | **Examples of packaging that is NOT sealed and tamper-evident:** |
| Produce boxes with “Do not tamper with” tape | Produce boxes that are not taped shut with tamper-evident tape |
| Sealed bulk bags of flour that are sewn or glued shut | Bulk bags of flour that are folded but not sealed |
| *Sealed, tamper-evident packaging makes organic products less susceptible to fraud and mishandling. This helps maintain organic integrity during storage and handling by uncertified operations.* | ***STOP here. Storage facility does not qualify for exemption from organic certification.*** |

1. Does the storage facility implement necessary measures to protect the organic product from contacting prohibited substances such as, but not limited to, cleaners, sanitizers, pest control materials, nonorganic products, water that has contacted nonorganic products, or other prohibited materials?

Yes  No, STOP\*

|  |
| --- |
| **\*If you have answered a question which resulted in STOP, the storage facility does not qualify for exemption from organic certification and must be certified organic to store organic products.** |

|  |
| --- |
| **Important Information Regarding Electronic Signatures:** Oregon Tilth recognizes and permits the use of electronic signatures in the conduct of its business. By checking the box below, you willingly consent to the use of electronic signatures in the conduct of your business with Oregon Tilth.  **AGREE** |

Name (Warehouse Manager) Date

Signature

*OTCO reserves the right to inspect any facility storing organic products owned by an OTCO certified operation as specified in 7CFR 205.400 and/or the applicable organic regulations of the countries where the facility is located. If it is determined that the storage operation has misrepresented policies or procedures as stated on this form or acts in a manner that might jeopardize organic integrity or tracking of the organic product, the OTCO client using the facility will be notified. They will be held responsible for correcting any noncompliance issues according to the timeline set by OTCO.*