|  |  |  |  |
| --- | --- | --- | --- |
| **Restaurant Name:** |  | **Date:** |  |

► Complete one form for each facility/location.

|  |
| --- |
| **OR**: Organic restaurant certification is a voluntary certification as retail food establishments are exempted under NOP §205.101. Restaurants choosing to pursue organic certification through Oregon Tilth must follow organic handler regulations regarding sanitation and water practices, pest management, labeling, receiving, storage, and record keeping. The OR Restaurant Addendum document (this document) will cover H2 Facility Information, H3 Product Summary, H6 Receiving, Storage Packaging & Shipping, and H8 Record Keeping Practices. Please be sure to complete H1 Handling Activities Checklist, H5 Sanitation & Water Practices, and H7 Facility Pest Management OSP documents as well. |

|  |
| --- |
| **1: General Facility Information**: NOP §205.101 the Organic System Plan must be complete and accurate. This section will be an overview of general facility information. |

## GENERAL INFORMATION

|  |  |  |
| --- | --- | --- |
| **Restaurant Location Address:** | | Country: |
| City: | State: | Zip: |
| Website: | | |

|  |  |  |
| --- | --- | --- |
| **Records location\*** (if different from above): | | Country: |
| City: | State: | Zip: |

\* Location where your records regarding organic production are available for inspection and auditing

* 1. Type of Processing or Handling:
  2. Do you package and label products as organic for retail sale?  No  Yes
     1. If yes, please apply for full Handler/Processor certification in addition to the restaurant certification.
  3. Products handled at this facility are:  Organic only  Organic and nonorganic
  4. Do you process or handle nonorganic products that are visually identical to organic products?  No  Yes
     1. If yes, please list products:
  5. Are organic standards and the OTCO Procedures Manual available to all staff?  Yes  No

## 1.2 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 attached

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

|  |
| --- |
|  |
|  |

* 1. For materials used in or on nonorganic products in this restaurant, 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:

|  |
| --- |
|  |
|  |

|  |
| --- |
| **2: Product Summary, NOP §205.105 and NOP §205.300-311:** An Operation intending to sell, label, or represent agricultural products as 100% Organic, Organic, or Made with Organic must develop an organic system plan that includes a description of all products, formulations, ingredients, and labels seeking certification to ensure compliance. |

2.1 GENERAL INFORMATION

1. Describe the specific handling activities included within this Organic System Plan (i.e. juice production, nut hulling, cooling):

|  |
| --- |
|  |
|  |
|  |

**2.2 ORGANIC PRODUCTS AND INGREDIENTS**

1. Attach a **Master Ingredient List (MIL-03)** including all organic and non-organic ingredients/processing aids used in organic products. If you choose to use your own format, please ensure that all requested information on the MIL form is included.

Attached

1. For ingredients listed in the Master Ingredient List (MIL-03), does your company source these ingredients and materials?

Yes  No. Please indicate who sources these ingredients or materials:

1. How do you verify that all supplier/ingredient organic certificates are current for all ingredient/products?

Maintain valid certificates onsite, updated annually.

Other (Explain):

1. How do you verify that only compliant ingredients are used?

Submit to OTCO for review and approval prior to use.

Other (Explain):

**2.3 LABELING/MENUS and CONSUMER INFORMATION**

All menus and marketing materials making organic claims must be submitted to OTCO for review prior to printing. *Note that for certified organic restaurants, the menu is reviewed for accuracy regarding organic labeling requirements and regulations.*

1. How do you ensure that only compliant organic **menu and advertising claims** are used for organic products?

Not applicable, no organic menu claims or advertising used. Explain:

Submit to OTCO for review and approval prior to printing.

Other (Explain):

1. Attach copies of all menus with organic claims and all organic advertising with application.

Attached  No organic menu claims or advertising used  Will submit prior to printing for review.

1. How will your certification be displayed to the public?
2. What sort of educational material do you make available to your customers?

**2.4 PRODUCTION FACILITIES**

1. Are products handled at multiple facilities?  No  Yes

If yes, please attach the following:

1. A Master Product List (MPL-01) listing all facilities (other than your own) handling organic products for your operation

Attached

1. Organic certificate(s) for each facility in use that lists your products

Attached

|  |
| --- |
| **3: Receiving & Storage, NOP §205.272:** 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, and records maintained that are sufficient to demonstrate compliance with the Act. |

## RECEIVING

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

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)?  No  Yes

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

Affidavits from transport companies (sample attached)  Certified supplier provides documentation (sample attached)

Other:

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

If yes, describe how cleaning practices, and materials used, for incoming containers/vehicles are verified to be compliant.

|  |
| --- |
|  |
|  |

NOTE: You may need to request this information from the supplier or transportation company.  Attached

## STORAGE

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

Not applicable  Yes, describe atmospheric modifier:

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

Not applicable, all products are organic  All products sealed and labeled.  Storage areas dedicated and identified as organic

Other:

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

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

## STORAGE FACILITIES

1. 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 |

\*Organic Certificate (OC), (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).

|  |
| --- |
| **4: Record Keeping, NOP §205.103:** Certified operations must maintain records of the production, harvesting, and handling of organic crops that fully disclose all activities and transactions in enough detail to be readily understood and audited. They should be sufficient to demonstrate compliance with organic standards, and kept for at least five (5) years. |

## RECORDS

1) Do you keep your records for a minimum of 5 years?

Yes  No

## TRACKING ORGANIC PRODUCTS

* 1. Describe or attach a diagram of how your audit trail/trace-back system tracks finished products from ingredient purchasing through production and final sale, and describe the records and system used to track inventory of ingredients and products (in/out balance).  Diagram attached

|  |
| --- |
|  |
|  |
|  |

* 1. Describe how total organic sales are recorded:

|  |
| --- |
|  |
|  |

## MONITORING

1) How do you ensure your recordkeeping practices are effective and how often do you monitor the practices?

|  |
| --- |
|  |
|  |

**Additional Information:** please provide any additional information that you feel is pertinent to the certification of your establishment.

|  |
| --- |
|  |
|  |