*DPI Organic Certification Program*

Coffee Roasting Organic System Plan

*To be completed by an operation that roasts organic coffee and does not process additional organic products.*

|  |  |
| --- | --- |
| NAME (s)      | OPERATION NAME      |
| ADDRESS      | CITY      | STATE      | ZIP      |
| PHONE      | EMAIL      | PRIMARY FORM OF CONTACT[ ]  EMAIL [ ] PHONE |
| Your inspection fee will be calculated based on the last calendar year’s gross organic annual sales. |
| GROSS ORGANIC ANNUAL SALES       | CALENDAR YEAR REPORTING      |
| First Year Certified       |

Thank you for your interest in organic certification. Please provide as much detail as possible when completing certification paperwork. Your thoughtful and complete answers will reduce further requests for information, and therefore expedite the certification process.

**Tips and guidance are highlighted throughout our forms. If in doubt, contact our staff. We are here to assist.**

The National Organic Program (NOP) requires all operations seeking certification to develop an organic system plan that is agreed to by the certified operation and an accredited certifying agent. A certified operation must update this system plan on an annual basis to verify continued compliance.

**Your organic system plan must include the following:**

**✓** A description of practices and procedures – including the frequency with which they will be performed,

**✓** A list and detailed information regarding ***each*** substance to be used in organic handling,

**✓** A description of the monitoring practices and frequency the practices will be performed,

**✓** A description of the recordkeeping system that complies with the rule,

**✓** A description of the practices in place to prevent commingling of organic and non-organic products,

**✓** A description of the practices in place to prevent contamination of organic products with prohibited substances,

**✓** Any additional information required by the certifying agent to evaluate compliance.

***This is a plan – You may change or update it throughout the year.***

**Changes must be approved by Clemson University prior to implementation. Plan updates may be submitted by phone, email, fax or letter.**

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|  **Section A. General Information NOP §205.201 and 205.401** |
| 1. Are you a new applicant for certification or continuation of certification?

 [ ]  **New** – Applying for a new certification  [ ]  **Continuation of Certification**- Existing Operation certified by Clemson University Organic Certification Program**If existing operation, please skip to question 2** * 1. If new applicant, have you ever been denied certification or had your certification suspended or revoked?

 [ ]  Yes [ ]  No *If “Yes,” describe the circumstances:*      * 1. If new applicant, list *previous or current* organic certification by other certification agencies:

      1. Provide a brief description or updates of your business:

       |
| 1. Describe the corrective action you took in response to any noncompliance notices or conditions for continued certification you received last year:

       |
| 1. Please list other certifications, permits, or inspections such as GMP’s, FDA, Fair Trade, Rain Forest Alliance, etc?

      |
| 1. Have you reviewed the National Organic Program Standards? [ ]  Yes [ ]  No

**The NOP Standards are available online at: www.ams.usda.gov/nop** |
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| **Review** | **Inspection** |
| **Reviewer:**  | **Inspector:** |
| **Section is complete and compliant** [ ]  **Yes** [ ] **No** | **Section has been verified and is compliant**[ ]  **Yes** [ ] **No** |
| **Comments:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Comments:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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|  **Section B. Company Overview – Chain of Custody NOP §205.201, .272** |
| As a certified organic operation, it is your responsibility to verify an **NOP Import Certificate** accompanies **every shipment of organic products** from out of the country that comes directly to your facility. Required documentation for imports that must be on file for your inspection:1. NOP Import Certificates
2. Organic Certificates
3. Document (e.g. bill of lading) detailing sales of organic goods and specifying terms of delivery.
4. Commercial invoice representing a complete record of the business transaction.
5. Phytosanitary Certificates

**Copackers:** 1. Complete the Copacker Acknowledgement Form and submit to your certifier
2. If you are processing organic product for another company, you still must submit the product information prior to distribution including:
3. Product profiles
4. Product summary
5. Supplier Summary
6. Organic Certificates and summary pages
7. **All labels** need to be submitted
8. If you use a label that lists a certification agency other than Clemson, a copy of the Organic Certificate corresponding to the agency listed on the label must be submitted.

**If any changes are made to the above, notify your certifier.** |
| 1. Does your company own the organic coffee roasted at this facility?

 [ ]  Yes [ ]  No [ ]  Own some/Custom handle someIf “Yes,” at what point do you take ownership of the coffee beans?      |
| 1. Indicate your estimated annual production of roasted coffee:       % Organic       % Non-organic
 |
| 1. Does your company handle the same product in both an organic and in a non-organic form? [ ]  Yes [ ]  No

***.*** |
| Procedures must be in place to ensure no commingling of organic and non-organic forms of a product.Documentation verifying adherence to procedures must be made available at each inspection***.*** |
| 1. Does your operation plan to custom process or custom label organic coffee for another company? [ ]  Yes [ ]  No

If “Yes,” complete the table below with details about the company and products you plan to custom label or process for.***Attach a separate sheet of paper if necessary.*** |
| **Company Name** | **Product Name(s)***Exactly as appears on label* | **Is the contracting company organically certified?** | **Certification agency listed on final organic label** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| 1. Is your company responsible for sourcing organic green beans for the custom processed products? [ ]  Yes [ ]  No

If “No,” identify the responsible party or parties:      |
| 1. Indicate how you plan to market organic coffee. *Check all that apply.*

 [ ]  Wholesale [ ]  Retail [ ]  Export: [ ]  Other (specify):        |
| 1. Does your company handle the **same product** in both an organic and a non-organic form? [ ]  Yes [ ]  No

If “Yes,” identify which products are processed in both forms on the Product Summary Form. |
| 1. Is the Product Summary submitted listing all products to be sold with an organic claim? [ ]  Yes [ ]  No
 |
| 1. Are Product Profiles submitted for all products to be sold with an organic claim? [ ]  Yes [ ]  No
 |
| 1. Is the Supplier Summary form submitted? [ ]  Yes [ ]  No
 |
| 1. Are all Organic certificates and summary pages submitted? [ ]  Yes [ ]  No
 |
| 1. Have all labels been submitted? [ ]  Yes [ ]  No
 |
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| **Review** | **Inspection** |
| **Reviewer:**  | **Inspector:** |
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| **Section C. Receiving – Incoming Organic Products NOP §205.103, .270, .272** |
| 1. How is organic coffee and/or green coffee beans received at your facility? *Check all that apply.*

 [ ]  Burlap bags [ ]  Bins [ ]  Wholesale boxes [ ]  Bulk trailer [ ]  Totes [ ]  Retail packages [ ]  Drums [ ]  Other (specify):       |
| 1. What receiving/shipping documents accompany incoming organic coffee? *Check all that apply.*

 [ ]  Organic certificate [ ]  Certificates of analysis [ ]  Clean truck/equipment affidavits [ ]  Transaction certificate [ ]  Invoice [ ]  Contracts [ ]  Bill of lading [ ]  Purchase order [ ]  Other (specify):       |
| 1. How is coffee identified as “organic” on receiving documents?

      |
| 1. Is an internal lot code assigned at the time of receipt of organic coffee? [ ]  Yes [ ]  No

If “Yes,” describe the lot code system:      |
| 1. Describe how your company ensures **incoming** organic coffee is protected from contamination of prohibited substances and commingling with non-organic coffee.

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| **Section D. Cleaning and Sanitation NOP §205.103, .270, .272** |
| The NOP requires that processing procedures are free from the risk of contamination and commingling with non-organic products. Procedures used to maintain the organic integrity of ingredients and products **must be documented**.**All cleaners and sanitizers must be reviewed by a Material Review Organization**. Clemson University Organic Certification Program **does not review material inputs**, **only approves products that have been reviewed**. **Material Review Organizations Recognized by Clemson:**1. Organic Material Review Institute (OMRI)
2. Washington State Department of Agriculture (WSDA)
3. Pennsylvania Certified Organic (PCO)

California Department of Food and Agriculture (CDFA) |
| 1. Check all cleaning methods used prior to processing or handling organic coffee.

[ ]  No cleaning or purging occurs – **Go to Section E.** [ ]  Compressed air [ ]  Soap and water[ ]  Sweeping [ ]  Manual washing [ ]  Steam cleaning[ ]  Scraping [ ] Clean in place (CIP) [ ]  Sanitizing[ ]  Vacuuming [ ]  Purging of equipment [ ]  Other (specify):       |
| 1. Describe your recordkeeping for equipment cleaning:

      |
| 1. List cleaning and/or sanitation materials that come into contact with the equipment used to process and/or package organic coffee. [ ]  **none used**
 |
| **Equipment/surface** | **Cleanser and/or Sanitizer used** | **Reviewed by Which MRO?** | **Is it Restricted?** | **How do you ensure no residues remain?** |
| *Brushes, belts, scoops* | *Clean Machine – sodium hypochlorite* | *OMRI* | *Yes* | *Residual test strips*  |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| All equipment and food contact surface cleaning must be documented and records available at inspection.If materials are used at your facility that are known to leave residues even after a potable water rinse (i.e., quaternary ammonia), you must take additional steps to prevent contamination of organic products and have documentation of your preventative steps available during inspections. |
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| **Review** | **Inspection** |
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| **Section is complete and compliant** [ ]  **Yes** [ ] **No** | **Section has been verified and is compliant**[ ]  **Yes** [ ] **No** |
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| **Section E. Packing and Processing NOP §205.103, .270, .272** |
| Provide information regarding the input materials you plan to use. **All materials must be submitted and approved Clemson University Organic Certification Program prior to use. The use of non-approved materials will result in compliance action.** **Direct Food Contact** – A post-harvest material is a substance that is used on a raw organic crop prior to packaging or processing. **These direct food contact materials include sanitizers, floatation agents, waxes, and sprouting inhibitors**. To use a direct contact material, it **must be an approved** natural product or must be listed in the National Organic Program (National List §205.601, .605, .606). **Processing Aids**:1) Added during processing but removed from product before it is packaged in its finished form. 2) A substance that is added during processing, converted into constituents normally present in, and does not significantly increase the amount of the constituents naturally found in the food 3) a substance that is added for its technical or functional effect in the processing but is present in the finished food at insignificant levels.* To use a processing aid in or on a product labeled “100% Organic,” the processing aid must be certified organic.
* To use a processing aid in or on a product labeled as “Organic,” the material must be listed in the National Organic Program on the National List §205.605, .606.

**\*Documentation on all materials used during organic handling must be submitted and approved prior to use.** Documentation includes disclosure of all ingredients and verification of compliance with any restrictions within the National Organic Program for that material. The documentation must be obtained from the manufacturer or distributor of the input material and may be in the form of Organic Materials Review Institute (OMRI) Registration, a WSDA Material Registration, labels, or other technical data sheets. |
| 1. Indicate the production records maintained by your company:

[ ]  Equipment clean-out logs [ ]  Roasting log [ ]  Shrinkage log[ ]  Product specification sheet [ ]  Packaging log [ ]  Ingredient inventory reports[ ]  Product inspection forms [ ]  Shift production log [ ]  Batch recipes[ ]  Finished product inventory reports [ ]  QC reports [ ]  Packaging reports[ ]  Waste log [ ]  Other (specify):       |
| 1. How is coffee identified as “organic” on production documents?

      |
| 1. Are your packing or processing lines and/or equipment dedicated for use with organic coffee only? [ ]  Yes [ ]  No

If “No,” describe how you ensure organic coffee is not contaminated with prohibited materials or commingled with non-organic coffee during **packing and/or processing:**      |
| 1. Is equipment purged prior to processing organic coffee? [ ]  Yes [ ]  No

*If “Yes,” complete the following table:* |
| **Equipment** | **Purged?(Yes/No)** | **Capacity of Equipment** | **Quantity of Purge** | **Name of document purge is recorded on** |
| Roaster      |       |       |       |       |
| Grinder      |       |       |       |       |
| Weigh and Fill      |       |       |       |       |
| Other:       |       |       |       |       |
| Other:       |       |       |       |       |
| 1. How are partial pallets/boxes/drums of organic coffee handled and how does your company ensure they are protected from commingling with non-organic coffee during packing or processing?

      |
| 1. Is any other packaging or processing aid used with organic coffee? [ ]  Yes [ ]  No

If “Yes,” list:       |
| 1. Does your operation use Nitrogen to bag organic coffee? [ ]  Yes [ ]  No

If “Yes,” has verification that the Nitrogen is from an oil free grade been submitted to CUOP? [ ]  Yes [ ]  No |
| 1. Are any flavors added to your organic coffee products? [ ]  Yes [ ]  No

If “Yes,” is the flavor certified organic or non-synthetic?[ ]  Certified Organic – Submit a copy of the current USDA National organic Program certification document.[ ]  Non-synthetic – Attach documentation of source and information stating how non-GMO status, no irradiation exposure and production without the use of sewage sludge is verified.**Synthetic flavors are prohibited.** |
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| **Section F. Water NOP §205.605** |
| 1. Is water used to quench beans in the roaster? [ ]  Yes [ ]  No

**If “No,” go to Section G. Storage.** |
| 1. Source of water: [ ]  Municipal [ ]  On-site well [ ]  Other (specify):
 |
| 1. Does the water meet the Safe Drinking Water Act? [ ]  Yes [ ]  No
 |
| 1. Is water treated on-site? [ ]  Yes [ ]  No

*If “Yes,” what water treatment processes are used?*      |
| 1. Describe how you monitor water quality.

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| **Section G. Packaging, Storage Containers, and Shipping Containers NOP §205.270, .272** |
| Packaging materials, bins, and storage containers must not contain synthetic fungicides, preservatives, or fumigants.Reusable bags or containers that have been in contact with any prohibited substance in the past must be thoroughly cleaned before use. Procedures used to maintain the organic integrity of products must be documented. |
| 1. What type(s) of packaging materials or storage/shipping containers do you use? *Check all that apply.*

 [ ]  Paper [ ]  Foil [ ]  Poly [ ]  Cardboard [ ]  Waxed paper [ ]  Plastic [ ]  Other (specify):       |
| 1. Are all packaging materials and/or storage and shipping containers food grade? [ ]  Yes [ ]  No
 |
| 1. Have any packaging and/or storage and shipping containers been exposed to synthetic fungicides, preservatives, or fumigants? [ ]  Yes [ ]  No
 |
| 1. Are packaging materials and/or storage and shipping containers reused? [ ]  Yes [ ]  No

If “Yes,” describe how organic coffee is protected from contamination when placed in the reused container.      |
| 1. Describe how you identify packages or containers as organic:

      |
| 1. Does your company store organic coffee at this facility? [ ]  Yes [ ]  No

If “Yes,” describe how you ensure organic coffee is not contaminated with prohibited materials or commingled with non-organic coffee during storage. Include details on both incoming product storage and finished product storage.      |
| Include all storage areas on your processing flow chart |
| 1. Does your company use off-site storage for organic coffee? [ ]  Yes [ ]  No

If “Yes,” list the name, address, and phone number of each company that manages offsite storage locations.      |
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| **Review** | **Inspection** |
| **Reviewer:**  | **Inspector:** |
| **Section is complete and compliant** [ ]  **Yes** [ ] **No** | **Section has been verified and is compliant**[ ]  **Yes** [ ] **No** |
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| **Section H. Shipping – Outgoing Organic Products NOP §205.103, .270, .272** |
| 1. How does organic coffee leave your facility? *Check all that apply.*

 [ ]  Bins [ ]  Bulk bags [ ]  Wholesale bags [ ]  Bulk trailer [ ]  Totes [ ]  Retail packages [ ]  Drums [ ]  Other (specify):       |
| 1. Indicate what shipping or sales documents are maintained by your company. *Check all that apply.*

 [ ]  Pallet/tote ticket [ ]  Clean truck affidavit [ ]  Contracts [ ]  Bill of lading [ ]  Purchase order [ ]  Certificates of analysis [ ]  Sales invoice [ ]  Scale ticket [ ]  Other (specify):       |
| 1. Do all documents clearly identify coffee as organic? [ ]  Yes [ ]  No
 |
| 1. Does your company arrange outgoing product transport? [ ]  Yes [ ]  No

**If “No,” go to Section Pest Management.** |
| * 1. Have transport companies been notified of organic handling requirements? [ ]  Yes [ ]  No
 |
| * 1. Is organic coffee shipped in the same transport units as non-organic coffee? [ ]  Yes [ ]  No

If “Yes,” indicate what steps are taken to segregate organic coffee: [ ]  Use of separate pallets [ ]  Separate area in transport unit [ ]  Organic product shrink wrapped [ ]  Organic product sealed in impermeable containers [ ]  Other (specify):       |
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| **Review** | **Inspection** |
| **Reviewer:**  | **Inspector:** |
| **Section is complete and compliant** [ ]  **Yes** [ ] **No** | **Section has been verified and is compliant**[ ]  **Yes** [ ] **No** |
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| **Section I. Pest Management NOP §205.271** |
| **National Organic Program states,** that certified operations **must** implement pest management that focuses on good sanitation and preventative practices (environmental factors, mechanical, or physical controls that use non-synthetic substances) **before** use of an approved pest control materialIf preventative measures are not effective, a synthetic substance not on the National List may be used, provided the Clemson University Organic Program approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products.**Use of pest control products must be documented and included as part of the organic system plan.**You must notify all outside pest control services that you process organic products. A pest control plan **must be suitable** for organic production and records **must be made available** by your pest control service. |
| 1. What type of pest management system does your facility use?

 [ ]  In-house. *Name of responsible person*:       [ ]  Contract pest control service. *Business name, address, phone number:*       |
| 1. Check all pest problems at your facility: [ ]  No pest problems

 [ ]  Flying insects [ ]  Birds [ ]  Crawling insects [ ]  Rodents [ ]  Other (specify):       |
| 1. Check all pest management practices used at your facility:

 [ ]  Good sanitation and clean up [ ]  Mechanical traps [ ]  Diatomaceous earth [ ]  Removal of exterior habitat/food sources [ ]  Ultrasound/light devices [ ]  Pyrethrum [ ]  Clean up spilled product [ ]  Release of beneficial [ ]  Pheromone traps [ ] Sealed doors and/or windows [ ]  Sticky traps [ ]  Boric acid [ ]  Air curtains [ ]  Electrocutors [ ]  Heat treatments [ ]  Crack and crevice spray\* [ ]  Screened windows/vents [ ]  Fumigation\* [ ]  Freezing treatments [ ]  Vitamin baits [ ]  Fogging\* [ ]  Other (specify):       |
| 1. Submit details on fumigation, fogging, or sprays used at your facility: [ ]  None used.
 |
| **Generic and Brand Name of Substance** | **Location of Use** | **Frequency of Use** | **Method of Application** | **Name of Document Use is Recorded On** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| 1. Explain how organic products and packaging are protected from exposure to the above prohibited materials. [ ]  N/A

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| **Review** | **Inspection** |
| **Reviewer:**  | **Inspector:** |
| **Section is complete and compliant** [ ]  **Yes** [ ] **No** | **Section has been verified and is compliant**[ ]  **Yes** [ ] **No** |
| **Comments:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Comments:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Section J. Quality Assurance and Recordkeeping NOP §205.103, .270, .272** |
| ***National Organic Program requires recordkeeping regarding the handling of organic products.***Records ***must:**** Be adapted to the particular operation
* Fully disclose all activities and transactions in sufficient detail to be readily understood and audited
* Be maintained for five years
* Be sufficient to demonstrate compliance with Organic Standards
 |
| 1. Do you have standard operating procedures for organic processing? [ ]  Yes [ ]  No

**If “Yes,” attach a copy.** |
| 1. Do you have a Quality Assurance program in place? [ ]  Yes [ ]  No

If “Yes,” indicate what type of program: [ ]  ISO [ ]  HACCP [ ]  Total Quality Management [ ]  Other (specify):       |
| 1. Does your company conduct product testing? [ ]  Yes [ ]  No

*If “Yes,” list the type(s) of quality or residue testing conducted:*      |
| 1. Are samples retained? [ ]  Yes [ ]  No
 |
| 1. Do you have a recall system in place? [ ]  Yes [ ]  No
 |
| 1. Does your company conduct internal audits? [ ]  Yes [ ]  No
 |
| 1. Can your recordkeeping system track the finished product back to all incoming green coffee? [ ]  Yes [ ]  No
 |
| 1. Can your recordkeeping system balance the value and volume of organic beans in and organic coffee sold?

 [ ]  Yes [ ]  No |
| 1. Do you maintain organic records for at least 5 years? [ ]  Yes [ ]  No
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| **Review** | **Inspection** |
| **Reviewer:**  | **Inspector:** |
| **Section is complete and compliant** [ ]  **Yes** [ ] **No** | **Section has been verified and is compliant**[ ]  **Yes** [ ] **No** |
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| **Section K. Product Flow** |
| ***Attach a schematic product flow chart to illustrate the flow of coffee at your facility. This chart must:**** Show the movement of organic coffee, from incoming/receiving through roasting, packing, and storage to outgoing/shipping.
* Identify all equipment including the roaster, grinder, destoner, weigh and fill, etc.
* Identify all storage areas associated with organic coffee, including incoming green beans, roasted coffee, packaging material, and finished product. Identify non-organic coffee storage as well.
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| **Review** | **Inspection** |
| **Reviewer:**  | **Inspector:** |
| **Section is complete and compliant** [ ]  **Yes** [ ] **No** | **Section has been verified and is compliant**[ ]  **Yes** [ ] **No** |
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| **Section L. Affirmation** |
| I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any of my organically managed fields during the three-year period prior to projected harvest. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Organic Foods Production Act of 1990 and National Organic Program Rules and Regulations. I understand that acceptance of this questionnaire in no way implies granting of certification by the certifying agent. I agree to provide further information as required by the certifying agent. |
| **Signature of Operator:** **Date:**  |
| I have attached the following documents:[ ]  Input product labels, if applicable[ ]  Organic product labels, if applicable[ ]  Other [ ]  Other [ ]  Other [ ]  Other [ ]  I have made copies of this system plan and other supporting documents for my own records. |
| **Submit completed form, fees, and supporting documents to:** |
| Department of Plant Industry511 Westinghouse RoadPendleton, SC 29670TEL: (864) 646-2140 FAX: (864) 646-2178Website: [www.clemson.edu/organic](http://www.clemson.edu/organic) |
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| **Review** | **Inspection** |
| **Reviewer:**  | **Inspector:** |
| **Section is complete and compliant** [ ]  **Yes** [ ] **No** | **Section has been verified and is compliant**[ ]  **Yes** [ ] **No** |
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