|  |  |
| --- | --- |
| 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.

This is a **Handler** OSP. A **handler** is defined as handling organic products that are sold, distributed, or packed **but not processed by your business**. Complete this application for each handled product you intend to represent as organic.

If you intend to process products, you must submit a processing OSP.

**Processing is** cooking, baking, curing, heating, drying, mixing, grinding, churning, separating, extracting, slaughtering, cutting, fermenting, distilling, eviscerating, preserving, dehydrating, freezing, chilling, or otherwise manufacturing and includes the packaging, canning, jarring, or otherwise enclosing food in a container.

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 in order 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 in order to evaluate compliance.

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

**Changes must be submitted and approved by Clemson University Organic Certification Program prior to implementation.**

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| **Section 1. General Information NOP §205.201, .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** |
| **In office use only**

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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 2. Company Overview – Chain of Custody NOP § 205.201, .401** |
| The following additional forms need to be submitted: 1. Complete:
2. Product profiles must be submitted for **all products** requested for certification.
3. Product summary lists all product requested for certification
4. Supplier summary form lists all organic suppliers of organic ingredients.
5. Submit current **Organic Certificates and summary pages** for all ingredient suppliers
6. **All labels** must be **submitted and approved by your certifier (Clemson University)** prior to printing and using.
7. The **export or import** of organic products to another country may require additional certification or documents.

**If any changes are made to the above, notify your certifier.** |
| 1. Indicate your estimated annual handling of products:      % Organic      % Non-organic
 |
| 1. Indicate how you plan to market organic products. *Check all that apply.*

 [ ]  Wholesale [ ]  Retail [ ]  Other (please specify):        |
| 1. What *specific* type of organic and non-organic products are stored at this facility (i.e., bakery, IQF vegetables, winery, etc.)?

       |
| 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
 |
| 1. Does your company own the organic products handled at this facility?

[ ]  Yes [ ]  No [ ]  Own some/Custom handle some If “Yes,” at what point do you take ownership of the products?       |
| **Private Labels –** Products processed by one company but owned by a different company. |
| 1. Are you handling organic product for another company? [ ]  Yes [ ]  No
2. Is another company processing organic products for your company? [ ]  Yes [ ]  No

If “Yes,” include details about the products in the Product Summary Form.  |
| **Contract Farm or Company Name** | **Address** | **Certification Agency ofthe Contract Company if certified**  | **Service Provided** |
| 1.
 |       |       |       |
| 1.
 |       |       |       |
| 1.
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|  |  |  |  |
| **Details about contract operations must be disclosed and available for review during each inspection.**All labels, receipts, delivery tickets, evidence of commercial unavailability, treatments, and non-GMO documentation must be on hand at the time of inspection to verify compliance with the National Organic Program.Failure to have documentation at the inspection will result in compliance action. |
| **In office use only**

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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 3. Organic Integrity NOP §205.103, .270, .272** |
| 1. Is your company responsible for, the **transportation** of organic products? [ ]  Yes [ ]  No
2. How do you ensure there are no prohibited substances in transport equipment?

 [ ]  Equipment used for organic products only  [ ]  Equipment is cleaned and documented prior to transporting organic products1. What documents do you use to track organic products through transport?

     1. Describe how you identify packages or containers as organic:

     1. Describe your lot numbering system.

      |
| The use or reuse of any bin, box, or container that was exposed to prohibited materials in the past is prohibited, unless the container has been thoroughly cleaned and no longer poses a risk of contamination. Organic crops must be protected from contamination and the risk of commingling during harvest and transportation.**Records must be available at inspection that demonstrate; no risk of contamination from the reuse of a container and records related to the harvest and transportation of crops that you are responsible** |
| **In office use only**

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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 4. Receiving – Incoming Organic Products and Ingredients NOP §205.103, .270, .272** |
| 1. How are organic products **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 products? *Check all that apply.*

[ ]  Organic certificate [ ]  Invoice [ ]  Clean truck/equipment affidavits[ ]  Transaction certificate [ ]  Certificates of analysis [ ]  Contracts[ ]  Bill of lading [ ]  Purchase order [ ]  Field ticket[ ]  Scale ticket [ ]  Other (specify):       |
| 1. How are organic products distinguished from non-organic products on **receiving documents**?

[ ]  Not Apply, Only Produce Organic       |
| 1. Is an internal lot code assigned at the time of receipt of organic products? [ ]  Yes [ ]  No

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

      |
| 1. Indicate how often you take inventory of incoming organic products:

 [ ]  Monthly [ ]  Quarterly [ ]  Annually [ ]  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Complete the table below indicating your storage of organic products:

**Reminder if you are intending to process or package organic products you must fill out a Processing OSP.** **This OSP (Handler) is for storage and handling of organic products only.** |
| 1. **Incoming Organic Product**
 | 1. **Location of Storage Area**
 | 1. **Type of Storage**
 | 1. **Organic ProductsOnly?\***
 |
| 1.
 |       |       | [ ]  Yes [ ]  No |
| 1.
 |       |       | [ ]  Yes [ ]  No |
| 1.
 |       |       | [ ]  Yes [ ]  No |
| 1.
 |       |       | [ ]  Yes [ ]  No |
| 1.
 |       |       | [ ]  Yes [ ]  No |
| * 1. If you checked “No” in Column D for any organic product, how do you prevent commingling and contamination?

       |
| **In office use only**

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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 5. 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)
4. California Department of Food and Agriculture (CDFA)
 |
| 1. Check all cleaning methods used prior to processing or handling organic products:

[ ]  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 all equipment used in your facility that comes in contact with organic products. Please provide information on cleaning and/or sanitation materials used on that equipment. [ ]  **None Used**

**Clearly describe what intervening steps you take to ensure no residues from cleansers or sanitizers remain on equipment.** Note: Any material that is included on the National List may be used in direct contact with organic products without an intervening step. Examples include citric acid and peracetic acid. |
| **Equipment/surface** | **Cleansers/Sanitizers used** | **Cleansed/****Sanitized Prior to Organic** | **Reviewed by Which MRO?**  | **Is it Restricted?** | **How do you ensure no residues remain?** |
| *Storage Rack* | *Peracetic Acid* |  Yes  |  | [ ]  Yes [ ]  No | *Potable Water Rinse* |
| *Hand Cart* | *Quaternary ammonium* | ☐Yes  |  | [ ]  Yes [ ]  No | *Residual Test Strips*  |
|       |       | [ ]  Yes  |  | [ ]  Yes [ ]  No |       |
|       |       | [ ]  Yes |  | [ ]  Yes [ ]  No |       |
|       |       | [ ]  Yes |  | [ ]  Yes [ ]  No |       |
|       |       | [ ]  Yes |  | [ ]  Yes [ ]  No |       |
|       |       | [ ]  Yes |  | [ ]  Yes [ ]  No |       |
|       |       | [ ]  Yes |  | [ ]  Yes [ ]  No |       |
|       |       | [ ]  Yes |  | [ ]  Yes [ ]  No |       |
|       |       | [ ]  Yes |  | [ ]  Yes [ ]  No |       |
|       |       | [ ]  Yes |  | [ ]  Yes [ ]  No |       |
|       |       | [ ]  Yes |  | [ ]  Yes [ ]  No |       |
| **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.** |
| **In office use only**

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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 6. Shipping – Outgoing Organic Products NOP §205.103, .270, .272** |
| 1. How do organic products leave your facility? *Check all that apply.*

[ ]  Bins [ ]  Bulk bags [ ]  Wholesale boxes [ ]  Bulk trailer [ ]  Totes [ ]  Drums [ ]  Retail packages [ ]  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 products as organic? [ ]  Yes [ ]  No
 |
| 1. Does your company arrange outgoing product transport? [ ]  Yes [ ]  No

If “No,” please **go to Section 12.** If “Yes,” have transport companies been notified of organic handling requirements? [ ]  Yes [ ]  No  |
| 1. How does your company ensure outgoing transport units are cleaned prior to loading loose, bulk organic products?

[ ]  N/A, only packaged products are shipped [ ]  Clean out records[ ]  Clean truck and equipment affidavits [ ]  Other (specify):       |
| 1. Are organic products shipped in the same transport units as nonorganic products? [ ]  Yes [ ]  No

If “No,” please **go to Section 12.** If “Yes,” indicate what steps are taken to segregate organic products:[ ]  Use of separate pallets [ ]  Separate area in transport unit[ ]  Organic product shrink wrapped [ ]  Organic product sealed in impermeable containers[ ]  Other (specify):       |
| **In office use only**

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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 7. 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:        |
| 1. Check all pest problems at your facility:

[ ]  No pest problems [ ]  Flying insects [ ]  Birds [ ]  Rodents[ ]  Crawling insects [ ]  Other (specify):       |
| 1. Describe your system for monitoring pest populations, including frequency and monitoring documentation maintained.

      |
| 1. Check all pest management practices at your facility:

**Preventative Mechanical Materials on National List****[ ]**  Good sanitation and clean up [ ]  Mechanical traps [ ]  Pheromone traps[ ]  Removal of exterior habitat/food sources [ ]  Ultrasound/light devices [ ]  Vitamin baits[ ]  Clean up spilled product [ ]  Release of beneficials [ ]  Diatomaceous earth[ ]  Sealed doors and/or windows [ ]  Sticky traps [ ]  Pyrethrum[ ]  Physical barriers [ ]  Electrocutors [ ]  Rotenone[ ]  Screened windows/vents [ ]  Freezing treatments [ ]  Boric acid[ ]  Monitoring [ ]  Heat treatments **Materials not on National List**[ ]  Incoming ingredient inspections [ ]  Other (specify):       [ ]  Crack and crevice spray\*[ ]  Other (specify):             [ ]  Fumigation\*      [ ]  Fogging\* [ ]  Other (specify):        |
| \*The use, frequency, and method of application of synthetic substances must be approved by Clemson University Organic Certification Program. |
| 1. If you noted use of any pest control materials that are not on the National List, explain why this material must be used and include details about why preventative and allowed methods are not proving effective. [ ]  None used.

      |
| 1. Explain how organic products and packaging are protected from exposure to the prohibited materials.

     1. Submit details on all pest control materials used at your facility: [ ]  None used.
 |
| **Generic and BrandName of Substance** | **Where is this substance used?** | **Frequency of Use** | **Method of Application** | **What document is the use recorded on?** |
|  1.       |       |       |       |       |
|  2.       |       |       |       |       |
|  3.       |       |       |       |       |
|  4.       |       |       |       |       |
|  5.       |       |       |       |       |
|  6.       |       |       |       |       |
|  7.       |       |       |       |       |
|  8.       |       |       |       |       |
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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 8. Quality Assurance and Recordkeeping NOP §205.103, .270, .272** |
| National Organic Program requires a complete recordkeeping system regarding the processing of organic products.Records must be adapted to the operation, must fully disclose all activities and transactions in sufficient details to be readily understood and audited, must be maintained for five years, and must be sufficient to demonstrate compliance with National Organic Program. |
| 1. Do you have standard operating procedures for organic processing? If “Yes,” attach a copy. [ ]  Yes [ ]  No
 |
| 1. Do you have an employee training program in place for organic operating procedures? [ ]  Yes [ ]  No
2. Do you have a Quality Assurance program in place? If “Yes,” indicate what type of program: [ ]  Yes [ ]  No

[ ]  ISO [ ]  HACCP [ ]  Total Quality Management [ ]  Other (specify):       |
| 1. Does your company conduct product testing? [ ]  Yes [ ]  No

If “Yes,” list the types 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 products or raw ingredients?

 [ ]  Yes [ ]  No |
| 1. List the documents used to track incoming product.

      1. List the documents used to track in process product.

     1. List the documents used to track storage of products.

     1. List the documents used to track outgoing products.

      |
| 1. Can your recordkeeping system balance the value and volume of organic materials in with organic products sold?

 [ ]  Yes [ ]  No |
| 1. Do you maintain organic records for at least 5 years? [ ]  Yes [ ]  No
 |
| An audit of your production and financial records will be conducted during your annual inspection.All records related to the processing and handling of organic products must be available for review and copy if necessary. In addition, please ensure staff involved in maintaining records are also available during all announced inspections. |
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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 9. Product Flow** |
| **Attach a schematic product flow chart to illustrate the flow of products at your facility. This chart must:*** Show the movement of organic products, from incoming/receiving to storage to outgoing/shipping.
* Indicate at what step ingredients and processing aids are added.
* Identify all equipment related to organic.
* Identify all storage areas associated with organic products, including incoming inventory, partially packed products, packaging material, and finished product. Identify nonorganic products storage as well.
 |
| 1. Check all aspects of your waste management system that apply:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  On-site dumpster | [ ]  Material Recycling | [ ]  Water filtering | [ ] Daily pick-up of waste | [ ]  Sale of waste |
| [ ]  Water recycling | [ ] Smokestack filters | [ ] Composting | [ ]  Field application of waste | [ ]  Other:       |

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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 10. Affirmation** |
| I affirm that all statements made in this application are true and correct. 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:[ ]  Facility Map(s) **(Required)**[ ]  Pest Control Map(s) showing location of traps, bait stations and monitors. **(Required)**[ ]  Product Flow Chart **(Required)**[ ]  Product Profile(s) **(Required)**[ ]  Organic Certificate(s) **(Required)** [ ]  Water test, if applicable [ ]  Residue analyses, if applicable[ ]  Input product labels, if applicable [ ]  Organic product labels, if applicable **(Required)**[ ]  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:** |
| Clemson University Organic Certification Program511 Westinghouse RoadPendleton, SC 29670TEL: (864) 646-2140 FAX: (864) 646-2178Website: [www.clemson.edu/organic](http://www.clemson.edu/organic) |