



Retail Organic System Plan

GENERAL INFORMATION

1. What type of retail store are you requesting certification for?

- ☐ **Independent supermarket**
- ☐ **Natural products supermarket**
- ☐ **Natural products cooperative**
- ☐ **Independent single health/natural products store**
- ☐ **Other**

2. If "other," explain.

3. List government permits/licenses/inspections in effect for your operation.

4. CERTIFICATION REQUEST OVERVIEW:

Please estimate the percentage of the products sold in your store which make an organic claim.

5. What is the square footage of your store?

6. List retail store departments and indicate which departments you are requesting certification. Include department additions or changes you anticipate making in the table below.

Additional comments, including anticipated department changes.

Retail Departments

Department	Requested for organic certification	Size (list as sq. ft. or acreage)

Additional Comments:

7. What is the total square footage of departments for which certification is requested? *This should include total square footage of all certified departments and parts of the store related to those areas, such as storage/back stock and checkout areas.*

8. Submit a schematic **product flow chart** or written description showing how and where products are received, stored, prepared, packaged, and warehoused, and identify all pieces of equipment, and storage.

9. Submit a **facility map** showing location of all departments and storage areas. Please note if off-site facilities are in use. *Off-site facilities, including some storage facilities, may need to be separately inspected and/or certified. An **Excluded Handler** form may be submitted for off-site facilities that handle packaged or otherwise enclosed organic products. Contact MOSA for details.*

10. Are multi-ingredient products processed on-site and represented as organic? *Submit an **Organic Product Profile** for each product.*

☐ **Yes** ☐ **No**

11. **ORGANIC CONTROL POINTS:** OCP's, similar to Hazard Analysis Critical Control Points (HACCP), are points in the handling system where the integrity of the organic product may be compromised. Factors to consider include physical proximity, inadequate storage, equipment labeling, and employee training. Examples of compromised integrity include commingling with nonorganic products, contamination by sanitizers or pesticides, and improper cleaning of equipment prior to running organic products.

Do you have an Organic Control Point program in place to address areas of potential contamination?

☐ **Yes** ☐ **No**

12. If "yes," the remaining sections of this form should help you describe Organic Control Points you have identified in each department for which certification is requested. Also submit a copy of any separately documented Organic Control Point Program.

If "no," do you have plans to implement an Organic Control Point program?

☐ **Yes** ☐ **No**

EMPLOYEE TRAINING NOS §§205.201, .272

MOSA requires that organic handlers, supervisors and employees should receive appropriate training in proper organic handling techniques. Submit copies of training program protocols and forms used.

13. Do you have an organic training program?

☐ **Yes** ☐ **No**

14. If "no," describe how you prevent contamination and commingling with organic products.

15. Is your training program written down (e.g. employee manual)? If no, describe how training consistency and completeness is ensured.

16. How is individual employee training documented/verified?

- ☐ **training log**
- ☐ **personnel files**
- ☐ **resumes**
- ☐ **other**

17. If "other," explain.

18. Does your training program include training on the proper handling of organic products?

☐ **Yes** ☐ **No**

19. How often must training be updated/refreshed?

20. Which departments that are requested for certification have individualized training?

21. Do your employees understand the National Organic Standards, and regulations for labeling products as organic?

☐ **Yes** ☐ **No**

22. Do your employees understand basic certified organic production methods?

☐ **Yes** ☐ **No**

23. Are employees empowered to re-label organic food as nonorganic in the event that commingling or contamination has occurred?

☐ **Yes** ☐ **No**

24. Do affidavits or other documents verify that individual employees understand the responsibilities in maintaining organic product integrity?

☐ **Yes** ☐ **No**

25. How is employee training and skill monitored?

☐ **observation/supervision**

☐ **periodic evaluations**

☐ **training log**

☐ **testing**

☐ **other**

26. If "other," explain.

WATER USE AND SANITATION NOS §205.105, .201, .272

Water coming in contact with organic products must meet drinking water standards as established by the Safe Water Drinking Act. MOSA requires an initial Coliform bacteria and nitrate water test and may require subsequent tests. Water contacting conventionally produced raw agricultural products must not contact raw or finished organic products.

27. How is water used in the retail store? *Check all that apply.*

☐ **no water usage**

☐ **misting organic product in display areas**

☐ **cooling organic product in display areas**

☐ **cooling organic product in preparation**

☐ **cooling organic product in storage**

☐ **ingredient in prepared foods**

☐ **cooking organic foods**

☐ **washing organic product**

☐ **cleaning equipment**

☐ **cleaning facility**

☐ **other**

28. If "other," explain.

29. What are your sources of water (e.g. municipal, on-site well)? *Submit a **water test** for Coliform bacteria and nitrates for nonmunicipal water sources.*

30. List any known water contaminants.

31. What on-site water treatments are used (e.g. additives, softening, distillation, reverse osmosis)?

32. If filters are used, how often are they replaced or cleaned?

33. If chlorine materials are added as a water treatment for water used in food preparation and/or contacting organic food, what is the residual chlorine level in the water?

34. **GENERAL SANITATION:** Certified organic handlers must comply with all applicable Federal and State regulations, as well as additional requirements for protection of organic integrity. Good sanitation practices must be used throughout the facility and residues from cleaning materials must not contaminate organic products. List all cleansers/sanitizers on the **Handler Input Inventory** form. Provide product labels and ingredient information for inputs not OMRI listed or previously approved by MOSA.

Describe cleaning methods used throughout facility in the table below.

Sanitation Program

Cleaning method	Frequency	Equipment description	Cleaning materials used

Additional Comments:

35. Describe general facility sanitation methods used prior to organic production (or submit SSOPs if applicable).

36. Are any cleansers/sanitizers listed as restricted or prohibited by the National List?

☐ Yes ☐ No

37. What measures are in place to ensure that the residues of cleaners/sanitizers and/or nonorganic food matter do not remain on processing equipment and/or containers when organic processing occurs?

- | | |
|-----------------------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> pH testing of rinsate | <input type="checkbox"/> mechanical cleaning |
| <input type="checkbox"/> residue testing on food contact surfaces | <input type="checkbox"/> other |
| <input type="checkbox"/> use sanitizer with ingredient on the National List | |
| <input type="checkbox"/> purge/flush | |

38. If "other," explain.

39. How, and how often, is general sanitation monitored?

- ☐ **SOP**
- ☐ **cleaning log**
- ☐ **supervision**
- ☐ **other**
- ☐ **daily**
- ☐ **weekly**

40. If "other," explain.

41. Where are cleaning/sanitizing materials stored?

42. If both organic and nonorganic materials are handled using the same equipment (e.g. in preparation of foods, raw food display), describe procedures followed in switching from handling nonorganic to organic products.

PEST MANAGEMENT NOS §§205.105, .201, .271, .272

The NOS require that pest management is primarily handled by preventive methods as noted in NOS §205.271. When these are not effective, non-synthetic or synthetic substances consistent with allowed materials for organic processing and handling may be used. If prevention and allowed materials are not effective, any substance may be used for pest management, provided it is used in compliance with legal restrictions, and provided the operator and MOSA agree on the substance used, methods of application, and measures taken to maintain organic integrity. Substances must be applied in a manner that prevents contamination of ingredients or finished products to be sold, labeled or represented as organic. All treatments used must be justified. A pest management plan must be in place for each facility operated, and a program of regular preventive monitoring must be a part of this plan.

43. GENERAL INFORMATION:

How is pest control handled?

- ☐ **in-house**
- ☐ **outside contractor**
- ☐ **both**

44. Provide the name of your in-house pest control officer or contract pest control service. If a contract pest control service is used provide their contact information including address and phone number.

45. What pest problems do you generally have? *Check all that apply.*

- | | |
|--------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> flying insects | <input type="checkbox"/> mice |
| <input type="checkbox"/> crawling insects | <input type="checkbox"/> other |
| <input type="checkbox"/> spiders | |
| <input type="checkbox"/> birds | |
| <input type="checkbox"/> rats | |

46. If "other," explain.

47. PEST MANAGEMENT PRACTICES:

Check all pest management practices used. Submit **facility map(s)** showing locations of traps and monitors.

- | | |
|----------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> good sanitation | <input type="checkbox"/> mechanical traps |
| <input type="checkbox"/> removal of exterior habitat/food sources | <input type="checkbox"/> scare eye balloons |
| <input type="checkbox"/> cleanup of spilled product | <input type="checkbox"/> freezing treatments |
| <input type="checkbox"/> sealed doors and/or windows | <input type="checkbox"/> heat treatments |
| <input type="checkbox"/> exclusion | <input type="checkbox"/> vacuum treatments |
| <input type="checkbox"/> repair of holes, cracks, etc. | <input type="checkbox"/> carbon dioxide |
| <input type="checkbox"/> screened windows, vents, etc. | <input type="checkbox"/> nitrogen |
| <input type="checkbox"/> sheet metal on sides of building exterior | <input type="checkbox"/> vitamin baits |
| <input type="checkbox"/> physical barriers | <input type="checkbox"/> pyrethrum |
| <input type="checkbox"/> mowing | <input type="checkbox"/> ryanla |
| <input type="checkbox"/> air curtains | <input type="checkbox"/> rotenone |
| <input type="checkbox"/> air showers | <input type="checkbox"/> boric acid |
| <input type="checkbox"/> positive air pressure in facility | <input type="checkbox"/> disodium octal tetrahydrate |
| <input type="checkbox"/> ingredient inspection for pests | <input type="checkbox"/> diatomaceous earth |
| <input type="checkbox"/> monitoring | <input type="checkbox"/> precipitated silica |
| <input type="checkbox"/> inspection zones around interior perimeter | <input type="checkbox"/> fumigation |
| <input type="checkbox"/> ultrasound/light devices | <input type="checkbox"/> fogging |
| <input type="checkbox"/> release of beneficials | <input type="checkbox"/> crack and crevice spray |
| <input type="checkbox"/> sticky traps | <input type="checkbox"/> other |
| <input type="checkbox"/> electrocutors | |
| <input type="checkbox"/> pheromone traps | |

48. If "other," explain.

49. Are your pest prevention methods and structural pest management system effective? If not, explain why.

50. Are records kept of your monitoring activities?

☐ **Yes** ☐ **No**

51. How often do you inspect your pest prevention system (daily, weekly, monthly, etc.)?

52. What changes do you anticipate to your pest management system?

53. Are any products used which are prohibited by the National List?

☐ **Yes** ☐ **No**

54. If yes, did you contact MOSA for approval prior to product use?

☐ **Yes** ☐ **No**

55. Indicate what type of pesticide application records are maintained.

56. Describe methods to prevent pesticide contamination of organic ingredients, finished products, or packaging materials.

57. Describe measures to reduce or prevent pest control product use in the future.

58. Where are pest control substances stored? *Submit a facility **map** showing locations of traps and monitors. List pest control products on the **Handler Input Inventory** form. Provide product label and ingredient information for inputs not OMRI listed or previously approved by MOSA.*

59. **WASTE MANAGEMENT:**

How do you manage waste at your facility? *Check all that apply.*

- | | |
|----------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> on-site dumpster | <input type="checkbox"/> daily pickup of waste |
| <input type="checkbox"/> material recycling | <input type="checkbox"/> other |
| <input type="checkbox"/> water recycling | |
| <input type="checkbox"/> water filtering | |
| <input type="checkbox"/> composting | |

60. If "other," explain.

PRODUCE DEPARTMENT NOS §§205.201, .272, .301 - .311

61. Do you carry organic produce in the store? *If "no," skip to the Bulk Foods, Herbs and Spices Department Section.*

☐ **Yes** ☐ **No**

62. Provide the name of the Department Manager or employee in charge of the Produce Department.

63. **ORGANIC PRODUCE SOURCES/RECEIVING:**

How is the source and certification status of organic produce verified?

64. Is received produce compared to an invoice to check accuracy of shipment?

☐ **Yes** ☐ **No**

65. If produce is not properly labeled, how is this corrected?

66. What type of quarantine protocol occurs if product is improperly labeled, damaged or infested?

67. Is produce inspected and are fumigant slips, pads, sulfite slips, and/or other types of liners removed?

☐ **Yes** ☐ **No**

68. If "no," explain.

69. **STORAGE:**

List all types of storage used for produce (e.g. walk-in cooler, dry storage areas) including the square footage and temperature of each area.

70. How are organic and nonorganic storage areas separated (e.g. signs, dedicated areas, dividers)?

71. How is organic produce labeled in storage areas?

72. Are fumigant slips, pads, sulfite slips, and/or other types of liners used in produce storage? If yes, list liner and produce type(s). *List all inputs on the **Handler Input Inventory**.*

73. How do you protect the integrity of organic produce that is stored and displayed in proximity to nonorganic products, prohibited materials, and/or other potential contaminants?

74. FRESH PRODUCE PREPARATION AREAS:

Do you maintain separate areas and equipment for organic and nonorganic produce preparation?

☐ **Yes** ☐ **No**

75. If "no," how do you ensure that organic integrity is maintained?

- ☐ **cleaning of equipment and food preparation surfaces**
- ☐ **prep all organic produce first, prior to prepping nonorganic produce**
- ☐ **maintain sanitation schedules**
- ☐ **cleaning logs**
- ☐ **other**

76. If "other," explain.

77. When organic produce is washed, is the water fresh and clean, and is the sink area clean prior to use? If no, please explain.

78. If packaging materials are not clean and free of dyes and chemicals, explain.

79. If packaging materials are recycled for re-use between organic and nonorganic produce, how is organic integrity protected?

80. FRESH PRODUCE DISPLAY AREAS:

How is continued accuracy of produce labels and/or marketplace information monitored?

81. Are organic and nonorganic produce displayed in distinctly separate areas?

☐ **Yes** ☐ **No**

82. Is any unwrapped organic produce displayed next to nonorganic produce?

☐ **Yes** ☐ **No**

83. Are specific shelf liners, containers, baskets and other display items dedicated for organic use?

☐ **Yes** ☐ **No**

84. Are shelf liners washed between use on nonorganic and organic display areas?

☐ **Yes** ☐ **No**

85. Are individual organic produce items labeled "organic"?

☐ **Yes** ☐ **No**

86. In wet display areas, how do you ensure nonorganic produce does not touch or drip on organic produce?

87. How can the customer easily distinguish between organic and nonorganic produce?

88. How is produce commingling by customers prevented?

89. Describe any other identified Organic Control Points, or changes made (or planned) to protect organic integrity in the Produce Department.

BULK FOODS, HERBS, AND SPICES DEPARTMENT NOS §§205.201, .272, .301 - .311

90. Do you have a bulk foods, herbs, and/or spices department in the store? *If "no," skip to the Meat Department Section.*

☐ **Yes** ☐ **No**

91. Provide the name of the Department Manager or employee in charge of the Bulk Foods, Herbs and Spices Department.

92. ORGANIC PRODUCT SOURCES/RECEIVING:

How is the source and certification status of organic bulk food, herbs and spices verified?

93. Is received product compared to an invoice to check accuracy of shipment?

☐ **Yes** ☐ **No**

94. If product is not properly labeled, how is this corrected?

95. What type of quarantine protocol occurs if product is improperly labeled, damaged or infested?

96. STORAGE:

List all types of storage used (e.g. walk-in cooler, dry storage areas) including the square footage and temperature of each area.

97. How are organic and nonorganic storage areas separated (e.g. signs, dedicated areas, dividers)?

98. How is organic product labeled in storage areas?

99. When organic product is partially used and returned to storage, how is the unused portion sealed and labeled?

100. BULK FOODS, HERBS AND SPICES PREPARATION AREAS:

Do you maintain separate areas and equipment for organic and nonorganic bulk food re-packing?

☐ **Yes** ☐ **No**

101. If "no," how do you ensure that organic integrity is maintained?

- ☐ **cleaning of equipment and food preparation surfaces**
- ☐ **re-pack all organic products first, prior to re-packing nonorganic product**
- ☐ **maintain sanitation schedules**
- ☐ **cleaning logs**
- ☐ **use only food-grade gloves**
- ☐ **other**

102. If "other," explain.

103. If packaging materials are not food grade, clean and free of dyes and chemicals, explain.

104. If packaging materials are recycled for re-use between organic and nonorganic products, how is organic integrity protected?

105. **BULK FOODS, HERBS AND SPICES DISPLAY AREAS:**

How can product in bulk containers be tracked back to the source (e.g. documentation, lot numbers, code)?

106. How is continued accuracy of product labels and/or marketplace information monitored?

107. Do all organic bulk food bin labels meet the NOS requirements for organic claim statements ("100% organic", "organic", "made with organic...")?

☐ **Yes** ☐ **No**

108. Are all organic ingredients listed on the label's ingredient section?

☐ **Yes** ☐ **No**

109. How are bulk bins used for organic products cleaned prior to use?

110. Are organic and nonorganic bulk bins displayed in distinctly separate areas?

☐ **Yes** ☐ **No**

111. How can the customer easily distinguish between organic and nonorganic products?

112. What means prevent customers from spilling nonorganic bulk food into or on the cover of an organic bulk food item?

113. How is product commingling by customers prevented?

114. Describe any other identified Organic Control Points, or changes made (or planned) to protect organic integrity in the Bulk Foods, Herbs and Spices Department.

MEAT DEPARTMENT NOS §§205.201, .272, .301 - .311

115. Do you have a meat department in the store? *If "no," skip to the Prepared Foods Department Section.*

☐ **Yes** ☐ **No**

116. Provide the name of the Department Manager or employee in charge of the Meat Department.

117. Do you have a HACCP or other quality control program in place?

☐ Yes ☐ No

118. Do you have any off-site processing or storage of organic meat products? *If yes, please contact the MOSA office and provide details on the facility. Additional forms and fees may apply.*

☐ Yes ☐ No

119. What type of meat products are sold? *Check all that apply.*

- | | |
|-----------------------------------------|---------------------------------------|
| <input type="checkbox"/> beef | <input type="checkbox"/> bison |
| <input type="checkbox"/> chicken | <input type="checkbox"/> other |
| <input type="checkbox"/> turkey | |
| <input type="checkbox"/> lamb | |
| <input type="checkbox"/> pork | |

120. If "other," explain.

121. How are meat products sold?

- ☐ **prepackaged fresh or frozen in self-serve display case**
- ☐ **ground organic meat products in self-serve display case**
- ☐ **fresh organic meat cuts behind glass**
- ☐ **ground organic meat products behind glass**
- ☐ **other**

122. If "other," explain.

123. Are any organic meat products further processed or ground on the premises? If yes, describe applicable products and processing.

124. **ORGANIC PRODUCT SOURCES/RECEIVING:**

How is the source and certification status of organic meat verified?

125. Are received products compared to an invoice to check accuracy of shipment?

☐ Yes ☐ No

126. If product is not properly labeled, how is this corrected?

127. What type of quarantine protocol occurs if product is improperly labeled or damaged?

128. **STORAGE:**

List all type(s) of meat storage used (e.g. walk-in cooler, walk-in freezer) including the square footage and temperature of each area.

129. How are organic and nonorganic storage areas separated (e.g. signs, dedicated areas, dividers)?

130. How is organic product labeled in storage areas?

131. MEAT PREPARATION AREAS:

Do you maintain separate areas, tubs and equipment for organic and nonorganic meat preparation?

☐ Yes ☐ No

132. If "no," how do you ensure that organic integrity is maintained?

- ☐ **cleaning of equipment and food preparation surfaces**
- ☐ **prep all organic product first, prior to prepping non-organic product**
- ☐ **maintain sanitation schedules**
- ☐ **clening logs**
- ☐ **other**

133. If "other," explain.

134. If packaging materials are not food grade, clean and free of dyes and chemicals, please explain.

135. MEAT DISPLAY AREAS:

How is continued accuracy of meat labels and/or marketplace information monitored?

136. Do labels show "certified organic" for organic meat products?

☐ Yes ☐ No

137. Are organic and nonorganic meat products displayed in distinctly separate areas?

☐ Yes ☐ No

138. Is any organic meat stored next to nonorganic meat? If yes, how is organic integrity protected with respect to touching, dripping, and/or commingling?

139. Are specific case trays, containers and other display items dedicated for organic use?

☐ Yes ☐ No

140. Are trays washed between use for nonorganic and organic meat products?

☐ Yes ☐ No

141. How can the customer easily distinguish between organic and nonorganic meat products?

142. How is product commingling by customers prevented?

143. Describe any other identified Organic Control Points, or changes made (or planned) to protect organic integrity in the Meat Department.

PREPARED FOODS DEPARTMENT NOS §§205.105, .201, .272, .301 - .311

The National Organic Standards require that all raw or processed agricultural products sold, labeled or represented as "100 percent organic," "organic" or "made with organic (specified ingredients or food group(s))," and all organic ingredients in multi-ingredient agricultural products with less than 70% organically produced ingredients must be handled in compliance with all applicable organic standards. For processed products labeled as "organic" on the principal display panel, all agricultural ingredients must be certified organic or on the National List. Nonorganic ingredients and processing aids used must be allowed on the National List and must not comprise

more than 5% of the finished product (excluding water and salt). All annotations and restrictions for ingredients used from the National List must be followed, and commercial unavailability documented when applicable. Products making "100% organic," "organic" or "made with..." claims may not contain ingredients or processing aids subject to ionizing radiation or genetically engineered organisms and their derivatives, nor ingredients produced using sewage sludge. National Organic Standard §205.301 outlines other label-claim-specific and product composition requirements. National Organic Standard §205.2 defines an ingredient as any substance used in the preparation of an agricultural product that is still present in the final commercial product as consumed. Submit **Organic Product Profiles** for each multi-ingredient product processed on-site and represented as organic.

144. Do you have a Prepared Foods Department in the store? *If "no," skip to the Prepackaged Grocery Foods Department Section.*

☐ **Yes** ☐ **No**

145. Provide the name of the Department Manager or employee in charge of the Prepared Foods Department.

146. ORGANIC PRODUCT SOURCES/RECEIVING:

How is the source and certification status of organic ingredients verified?

147. Is received product compared to an invoice to check accuracy of shipment?

☐ **Yes** ☐ **No**

148. If product is not properly labeled, how is this corrected?

149. What type of quarantine protocol occurs if product is improperly labeled, damaged or infested?

150. If organic products are taken from other store departments, how is this product transfer documented?

151. STORAGE:

List all types of storage used (e.g. walk-in cooler, dry storage areas) including the square footage and temperature of each area.

152. How are organic and nonorganic storage areas separated (e.g. signs, dedicated areas, dividers)?

153. How is organic product (ingredients and finished) labeled in storage areas?

154. Are prepared organic food products stored in distinctly separate areas from prepared nonorganic food products?

☐ **Yes** ☐ **No**

155. PREPARATION AREAS:

Do you maintain separate areas and equipment for organic and nonorganic food product preparation?

☐ **Yes** ☐ **No**

156. If no, how do you ensure that organic integrity is maintained?

- ☐ **cleaning of equipment and food preparation surfaces**
- ☐ **prepare all organic product first, prior to preparing nonorganic product**
- ☐ **maintain sanitation schedules**
- ☐ **cleaning logs**
- ☐ **other**

157. If "other," explain.

158. When organic produce is washed, is the water fresh and clean, and is the sink area clean prior to use? If not, please explain.

159. On the prep table and shelves, are nonorganic ingredients clearly separated from the organic ingredients?

☐ Yes ☐ No

160. If packaging materials are not food grade, clean and free of dyes and chemicals, explain.

161. If packaging materials are recycled for re-use between organic and nonorganic products, how is organic integrity protected?

162. **NONORGANIC INGREDIENT VERIFICATION:** Nonorganic ingredients and processing aids used must be allowed on the National List. All annotations and restrictions for ingredients used from the National List must be followed, and commercial unavailability documented when applicable.

Are all ingredients non-GMO, produced without the use of sewage sludge, and non-irradiated? If not, please explain.

163. If yes, do you have verification?

☐ Yes ☐ No

164. Do processing aids meet the NOS requirements (see NOS §205.301(f))? If not, please explain.

165. How do you ensure that the same ingredients in both organic and nonorganic form are not used in the same product?

166. **PREPARED FOODS DISPLAY AREAS:**

How is continued accuracy of product labels and/or marketplace information monitored?

167. Do all prepared foods labels meet the NOS requirements for organic claim statements ("100% organic", "organic", "made with organic...")?

☐ Yes ☐ No

168. Are all organic ingredients listed on the label's ingredient section? *Submit **Organic Product Profiles** for all food items prepared in the store.*

☐ Yes ☐ No

169. Are any organic products that are not individually wrapped displayed next to nonorganic products?

☐ Yes ☐ No

170. Are shelf liners, bowls, serving containers, baskets and other display items cleaned prior to organic use?

☐ Yes ☐ No

171. Are dividers used between organic and nonorganic display areas?

☐ Yes ☐ No

172. Are individual organic product items labeled "organic"?

☐ Yes ☐ No

173. How can the customer easily distinguish between organic and nonorganic products?

174. How is product commingling by customers prevented?

175. Describe any other identified Organic Control Points, or changes made (or planned) to protect organic integrity in the Prepared Foods Department.

PREPACKAGED GROCERY FOODS DEPARTMENT NOS \$205.272

176. Do you have a prepackaged grocery foods department in the store? *If "no," skip to the Audit and Inventory Control System Section.*

☐ **Yes** ☐ **No**

177. Provide the name of the Department Manager or employee in charge of the Prepackaged Grocery Foods Department.

178. ORGANIC PRODUCT SOURCES/RECEIVING:

Is received product compared to an invoice to check accuracy of shipment?

☐ **Yes** ☐ **No**

179. For new products, are brand name ID, name of certifying agent and seal use checked?

☐ **Yes** ☐ **No**

180. If product is not properly labeled, how is this corrected?

181. What type of quarantine protocol occurs if product is improperly labeled, damaged or infested?

182. STORAGE:

List all types of storage used (e.g. walk-in cooler, walk-in freezer, dry storage areas) including the square footage and temperature of each area.

183. How are organic and nonorganic storage areas separated (e.g. signs, dedicated areas, dividers)?

184. How is organic product (ingredients and finished) labeled in storage areas?

185. Are prepackaged organic food products stored in distinctly separate areas from prepackaged nonorganic food products?

☐ **Yes** ☐ **No**

186. GROCERY DISPLAY AREAS:

How is continued accuracy of product labels and/or marketplace information monitored?

187. How can the customer easily distinguish between organic and nonorganic products?

188. Describe any other identified Organic Control Points, or changes made (or planned) to protect product organic integrity in the Prepackaged Grocery Foods Department.

AUDIT AND INVENTORY CONTROL SYSTEM NOS §§205.103, .201

Audit trail and inventory control procedures must be adequate to trace all ingredients and products from the supplier(s) through the entire handling system, including packaging and storage, and on through distribution, sales and transport using a product tracking system such as lot numbers, date codes, or similar. Organic handlers must retain valid proof of certification for all organic ingredients.

189. Provide an audit trail **flow chart** or written description for each department showing how all documents in your record system work together to enable traceability. Identify all records used, by name or by record type, for tracking products at receiving, in-process, in storage, and in shipping.

190. Can your documentation system track all organic products from receiving through sales?

☐ **Yes** ☐ **No**

191. For products that are processed on-site and represented as organic, can your recordkeeping system balance organic ingredients in with finished organic product out?

☐ **Yes** ☐ **No**

192. Can your recordkeeping system verify prevention of contact with prohibited substances?

☐ **Yes** ☐ **No**

193. If "no" to any of the above three questions, what changes will you make to ensure these areas can be tracked/verified?

194. Describe your product recall system.

195. What other records do you maintain?

- | | |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> ingredient verifications | <input type="checkbox"/> documentation showing lack of commercial availability |
| <input type="checkbox"/> material safety data sheets | <input type="checkbox"/> residue tests |
| <input type="checkbox"/> equipment cleaning records | <input type="checkbox"/> other |
| <input type="checkbox"/> labor records | |
| <input type="checkbox"/> pest control log | |

196. If "residue tests" or "other," explain.

197. The National Organic Standards require that you keep a copy of all certification documents for a minimum of 5 years. How do you intend to maintain these records?

How do you intend to maintain these records?

- ☐ **hard copy**
☐ **electronically**
☐ **both**

198. **COMPLETE:** Is your Organic System Plan complete?

☐ **Yes** ☐ **No**