

NOP Rule requires that handling practices and procedures present no contamination risk to organic products from commingling with non-organic products or contact with prohibited substances. Packaging materials, bins, and storage containers must not have contained synthetic fungicides, preservatives, or fumigants. Reusable bags or containers must be clean and pose no risk to the integrity of organic products. Procedures used to maintain organic integrity must be documented.

**A. PRODUCT FLOW**

Attach a complete written description or schematic product flow chart which shows the movement of all organic products, from incoming/receiving through production to outgoing/shipping. Indicate where ingredients are added and/or processing aids are used. All equipment and storage areas must be identified.

**B. ORGANIC INTEGRITY**

Do you have an organic integrity program in place to address areas of potential commingling and/or contamination?  Yes  No

If yes, list specific control points you have identified in your process and state how you have addressed them to protect organic integrity, or attach a copy of your organic integrity program.

If no, do you have plans to implement an organic integrity program?  Yes  No

**C. MONITORING**

Do you have a Quality Assurance program in place?  Yes  No

If yes, what program do you use?  ISO  HACCP  TQM  other (specify)

Are any outside quality assessment services used (e.g. AIB)?  Yes  No

If yes, name of company

Product testing: (Check all that apply)

- ingredients tested prior to purchase
- ingredients tested upon receipt
- finished products tested
- products tested during production
- other (specify)

How do you prevent the use of ingredients produced using excluded methods (genetic engineering), sewage sludge, or ionizing radiation? (Check all that apply)

- GE testing
- letters from manufacturers
- other (specify)

Are ingredient samples retained?  Yes  No

If yes, how long?

Are finished product samples retained?  Yes  No

If yes, how long?

Do you have a product recall system in place?  Yes  No

**D. EQUIPMENT**

List all equipment used in processing.

Equipment Name	Capacity	Check if equipment is cleaned prior to organic production (✓)	Check if cleaning is documented (✓)	Check if the equipment is purged prior to organic production (✓)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If equipment is purged, list and describe purge procedures, quantities purged, and documentation.

**E. SANITATION**

Attach MSDS and/or label information for cleaning and sanitizing products, if applicable.

Check all cleaning methods used:

- sweeping
- vacuuming
- compressed air
- clean in place (CIP)
- steam cleaning
- scraping
- manual washing
- sanitizing
- other (specify)

Provide information on your cleaning program and products used.

Area	Type of cleaning	Cleaning equipment used	Products used	Frequency	Check if cleaning is documented (✓)
Receiving area					<input type="checkbox"/>
Ingredient storage					<input type="checkbox"/>
Product transfer					<input type="checkbox"/>

Production area					<input type="checkbox"/>
Production equipment					<input type="checkbox"/>
Packaging area					<input type="checkbox"/>
Finished product storage					<input type="checkbox"/>
Loading dock					<input type="checkbox"/>
Building exterior					<input type="checkbox"/>
Accidental spills					<input type="checkbox"/>
Other (specify)					<input type="checkbox"/>

Are all surfaces which contact organic products food grade?  Yes  No  
Do you test food contact surfaces or rinsate for cleaner/sanitizer residues?  Yes  No  
Where are cleaning/sanitizing materials stored?

**F. PACKAGING**

Check types of packaging material used:

- paper     cardboard     wood     glass     synthetic fiber     metal  
 foil     waxed paper     plastic     aseptic     natural fiber     other (specify)

Where are packaging materials stored?

Are any fungicides, fumigants, or pest control products used in this storage area?  Yes  No  
If yes, describe use and list specific products.

Have any packaging materials been exposed to synthetic fungicides, preservatives, or fumigants?  Yes  No  
If yes, describe exposure, including name of products used.

Are packaging materials reused?  Yes  No  
If yes, describe how reusable packaging materials are cleaned prior to use.

**G. STORAGE**

Provide information on your storage areas by completing the following table.

Use	Location	Type/capacity	Identification name or number	Is storage unit dedicated organic? (✓)	Comments on potential for contamination or commingling problems
Ingredient storage				<input type="checkbox"/>	
Packaging material storage				<input type="checkbox"/>	
In-process storage				<input type="checkbox"/>	
Finished product storage				<input type="checkbox"/>	
Off-site storage*				<input type="checkbox"/>	
Other (specify)				<input type="checkbox"/>	

\*If there is off-site storage, give name, address, phone number, contact person and type of products stored at off-site facility.

**H. TRANSPORTATION OF ORGANIC PRODUCTS**

**Incoming:**

In what forms are incoming products received?

- dry bulk     liquid bulk     tote bags     tote boxes     cardboard drums  
 metal drums     paper bags     foil bags     other (specify)

How are incoming products transported?

Do you arrange incoming product transport?  Yes  No  
If you use transport companies, have they been notified of organic handling requirements?  Yes  No

Are transport units used to carry non-organic products or prohibited substances?  Yes  No  
If yes, how do you insure that inbound transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?  Yes  No  
Are organic products shipped at the same time as non-organic in the same transport units?  Yes  No

If yes, check all steps taken to segregate organic products:

- use of separate pallets     pallet tags identifying "organic"  
 organic product shrink wrapped     organic product sealed in impermeable containers

- separate area in transport unit       other (specify)

**In-Process:**

**How are in-process products transported?**

**How do you insure that in-process transport units are cleaned prior to loading organic products?**

Is the inspection/cleaning process documented?  Yes     No

**Outgoing Finished Product:**

**In what form are finished products shipped?**

- dry bulk       liquid bulk       cardboard drums       paper bags       foil bags       tote bags  
 metal drums       mesh bags       cardboard cases       plastic crates       other (specify)

**How are outgoing products transported?**

**Do you arrange outgoing product transport?**  Yes     No

If you use transport companies, have they been notified of organic handling requirements?  Yes     No

**Are transport units used to carry non-organic products or prohibited materials?**  Yes     No

If yes, how do you insure that outgoing transport units are cleaned prior to loading organic products?

Is the inspection/cleaning process documented?  Yes     No

**Are organic products shipped at the same time as non-organic in the same transport units?**  Yes     No

If yes, check steps taken to segregate organic products:

- use of separate pallets       pallet tags identifying "organic"  
 organic product shrink wrapped       separate area in transport unit  
 organic product sealed in impermeable containers       other (specify)