**GENERAL INFORMATION**

1. Type of retail store (check one):
   - [ ] Independent supermarket
   - [ ] Natural products supermarket
   - [ ] Natural products cooperative
   - [ ] Independent single health/natural products store
   - [ ] Other

2. If you selected Other, please specify:

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

4. When do you anticipate having your operation ready for inspection? Describe your contact & inspection timing preferences:

5. **If you are currently certified by another agency, provide agency name:**
   Attach a copy of your last certification letter from that agency. When available, provide a copy of prior noncompliance notifications or certification denials, and describe and provide evidence of actions taken to correct the noncompliance issues.

6. If you intend to certify with another agency this year, other than MOSA, provide agency name:

7. **If you have ever been inspected or certified by another agency, other than MOSA, provide agency name:**
   Attach a copy of your last certification letter from that agency. When available, provide a copy of prior noncompliance notifications or certification denials, and describe and provide evidence of actions taken to correct the noncompliance issues.

8. If you are an updating client, refer to your most recent Certification Determination Letter. Did it outline any conditions/requirement for continued certification? Explain what they were and how they were (or will}
be) addressed.

9. What additions or changes have you made to your organic plan since the last time this form was submitted? What changes do you anticipate making in your product and/or service line this year?

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

11. What year did your store open?

12. What is the square footage of your store?

List retail store departments and indicate for which departments you are requesting certification and indicate department additions or changes you anticipate making in your store.

<table>
<thead>
<tr>
<th>Retail Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
</tr>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

Please verify the lines below. Use the top line and space below the table to add new items. If there isn't enough room, attach a separate list with the same column layout.

Additional comments, including anticipated department changes.

14. Attach 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.
15. Attach a facility map showing location of all departments and storage areas. Off-site facilities, including some storage facilities, may need to be separately inspected and separately certified (ask MOSA about these needs).

16. Attach product profiles for multi-ingredient products that are processed on-site and represented as organic.

17. 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.

18. **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 non-organic 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

19. If you answered 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. Please also attach a copy of any separately documented Organic Control Point Program.

If you answered No, do you have plans to implement an Organic Control Point program?
- [ ] Yes  
- [ ] No

*Question(s) not listed are for office use only.*

**EMPLOYEE TRAINING** NOS §§205.201, .272
MOSA requires that organic handlers, supervisors and employees should receive appropriate training in proper organic handling techniques. Attach copies of training program protocols and forms used.

31. Do you have an organic training program?
- [ ] Yes  
- [ ] No

32. If you answered No, describe means you have in place to ensure compliance with NOS §205.272:
33. *Is your training program written down (ex. employee manual, etc.)? If no, describe how training consistency and completeness is ensured:*

34. How is individual employee training documented/verified?
- Training log
- Personnel files
- Resumes
- Other

35. *If you checked Other, describe:*

36. *Does your training program include training on the proper handling of organic products?*
- Yes
- No

37. *How often must training be updated/refreshed?*

38. *From the list you provided in question #7, which departments have individualized training?*

39. Do your employees understand the National Organic Standards, and regulations for labeling products as organic?
- Yes
- No

40. Do your employees understand basic certified organic production methods?
- Yes
- No

41. Are employees empowered to re-label organic food as non-organic in the event that commingling or contamination has occurred?
- Yes
- No

42. Do affidavits or other documents verify that individual employees understand the responsibilities in maintaining organic product integrity?
- Yes
- No

43. How is employee training and skill monitored?
- Observation/supervision
- Periodic evaluations
- Training log
- Testing
- Other

44. *If Other, please describe:*
Question(s) not listed are for office use only.

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.

<table>
<thead>
<tr>
<th>55. Check ways water is used in the retail store:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] No water usage</td>
</tr>
<tr>
<td>[ ] Cooling organic product in display areas</td>
</tr>
<tr>
<td>[ ] Cooling organic product in storage</td>
</tr>
<tr>
<td>[ ] Washing organic product</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>56. If you checked Other, describe:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>57. What are your sources of water (ex. municipal, on-site well, etc.)?</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>58. Is the water potable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>59. Specify water treatments used (ex: additives, softening, distillation, reverse osmosis, etc.):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>60. If filters are used, how often are they replaced or cleaned?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>61. 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?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>62. List any known contaminants in the water supply in your area. Attach water test results if available.</th>
</tr>
</thead>
</table>
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.

Describe cleaning methods used throughout facility in the table below. Attach MSDS and/or label information for any cleansers/sanitizers used, and list all cleansers/sanitizers on the Handler Materials Inventory form.

<table>
<thead>
<tr>
<th>Sanitation Program</th>
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</thead>
<tbody>
<tr>
<td>Cleaning method</td>
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<tr>
<td></td>
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</tbody>
</table>

Please verify the lines below. Use the top line and space below the table to add new items. If there isn’t enough room, attach a separate list with the same column layout.

Additional Comments

64. Describe compliance with any annotations/restrictions stated on the National List for materials noted above. For any cleaning materials that are not allowed in or on organic products, describe how contact with the materials or residues is avoided.

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

☐ SOP  ☐ Cleaning log  ☐ Supervision  ☐ Other  ☐ Daily  ☐ Weekly  ☐ Other

66. If you checked Other, describe:

67. Where are cleaning/sanitizing materials stored?

68. If both organic and non-organic materials are handled using the same equipment (for example, in preparation of foods, raw food display, etc.), describe procedures followed in switching from handling non-organic 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.

---

**79. GENERAL INFORMATION**

What type(s) of pest management system do you use? If in-house, list name of responsible person. If you use a contract pest control service, list name, address and phone number.

---

80. If you use a contract service, does your written contract identify your organic status and list pest control products allowed by the store manager?

- [ ] Yes
- [ ] No

---

81. Check all pest problems you generally have:

- [ ] flying insects
- [ ] crawling insects
- [ ] spiders
- [ ] birds
- [ ] rats
- [ ] mice
- [ ] other

---

82. If you checked Other, describe:

---

83. **PEST MANAGEMENT PRACTICES:** Check all methods used.

- [ ] Good sanitation
- [ ] Removal of exterior habitat/food sources
- [ ] Cleanup of spilled product
- [ ] Sealed doors and/or windows
- [ ] Exclusion
- [ ] Repair of holes, cracks, etc.
- [ ] Screened windows, vents, etc.
- [ ] Sheet metal on sides of building exterior
- [ ] Physical barriers
- [ ] Mowing
- [ ] Air curtains
- [ ] Air showers
- [ ] Positive air pressure in facility
- [ ] Ingredient inspection for pests
- [ ] Monitoring
- [ ] Inspection zones around interior perimeter
- [ ] Ultrasound/light devices
- [ ] Release of beneficials
- [ ] Sticky traps
- [ ] Electrocutors
- [ ] Pheremone traps
- [ ] Mechanical traps
- [ ] Scare eye balloons
- [ ] Freezing treatments
- [ ] Heat treatments
- [ ] Vacuum treatments
- [ ] Carbon dioxide
- [ ] Nitrogen
- [ ] Vitamin baits
- [ ] Pyrethrum
- [ ] Ryania
- [ ] Rotenone
- [ ] Boric acid
- [ ] Disodium Octal tetrahydrate
- [ ] Diatomaceous earth
- [ ] Precipitated silica
- [ ] Fumigation
- [ ] Fogging
- [ ] Crack and crevice spray
- [ ] Other

---

84. If you checked other, describe:
85. Are your pest prevention methods and structural pest management system effective? If not, explain why.

86. Are records kept of your monitoring activities?
   □ Yes   □ No

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

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

PESTICIDE USE: List all pesticides used, including those used outdoors, for the last 12 months in the table below.

Please verify the lines below. Use the top line and space below the table to add new items. If there isn't enough room, attach a separate list with the same column layout.

<table>
<thead>
<tr>
<th>Pesticide Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pest Control Material</td>
</tr>
</tbody>
</table>

Additional comments. Indicate "none" if no pesticides used in the last 12 months.

90. Are any products used which are prohibited by the National List?
   □ Yes   □ No

91. If yes, did you contact MOSA for approval prior to product use?
   □ Yes   □ No
92. *Indicate type of pesticide application records maintained:*

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

94. *Describe measures to reduce or prevent pest control product use in the future:*

95. *Where are pest control substances stored? Attach facility map showing location of traps and monitors. Attach MSDS and/or label information if applicable, and include pest control materials on the Handler Materials Inventory form.*

96. **WASTE MANAGEMENT PLAN:** Check all components that apply.

- [ ] On-site dumpster
- [ ] Material recycling
- [ ] Water recycling
- [ ] Water filtering
- [ ] Composting
- [ ] Daily pickup of waste
- [ ] Other

97. If Other, please describe.

Question(s) not listed are for office use only.

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

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

- [ ] Yes
- [ ] No

109. *Name of Department Manager or employee in charge*

110. **ORGANIC PRODUCE SOURCES / RECEIVING:** How is source and certification status of organic produce verified?

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

- [ ] Yes
- [ ] No
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>112.</td>
<td>If produce is not properly labeled, how is this corrected?</td>
</tr>
<tr>
<td>113.</td>
<td>What type of quarantine protocol occurs if product is improperly labeled, damaged or infested?</td>
</tr>
<tr>
<td>114.</td>
<td>Is produce inspected and fumigant slips, pads, sulfite slips, and/or other types of liners removed?</td>
</tr>
<tr>
<td>115.</td>
<td>If you answered No, specify:</td>
</tr>
<tr>
<td>116.</td>
<td><strong>STORAGE:</strong> List available types of storage (ex. walk-in cooler, dry storage areas, etc.), including square footage and temperature</td>
</tr>
<tr>
<td>117.</td>
<td>How are organic and non-organic storage areas separated (ex. signs, dedicated areas, dividers, etc.)?</td>
</tr>
<tr>
<td>118.</td>
<td>How is organic produce labeled in storage areas?</td>
</tr>
<tr>
<td>119.</td>
<td>Are fumigant slips, pads, sulfite slips, and/or other types of liners used in any produce received? If yes, list type(s) of produce.</td>
</tr>
<tr>
<td>120.</td>
<td>How do you protect the integrity of organic produce that is stored and displayed in proximity to non-organic products, prohibited materials, and/or other potential contaminants?</td>
</tr>
<tr>
<td>121.</td>
<td><strong>FRESH PRODUCE PREPARATION AREAS:</strong> Do you maintain separate areas and equipment for organic and non-organic produce preparation?</td>
</tr>
<tr>
<td>122.</td>
<td>If no, how do you ensure that organic integrity is maintained?</td>
</tr>
<tr>
<td></td>
<td>Prep all organic produce first, prior to prepping non-organic produce</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Cleaning logs</td>
</tr>
</tbody>
</table>

123. If you checked Other, describe:

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

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

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

127. **FRESH PRODUCE DISPLAY AREAS**: How is continued accuracy of produce labels and/or marketplace information monitored?

128. Are organic and non-organic produce displayed in distinctly separate areas?
   - Yes
   - No

129. Is any unwrapped organic produce displayed next to non-organic produce?
   - Yes
   - No

130. Are specific shelf liners, containers, baskets and other display items dedicated for organic use?
   - Yes
   - No

131. Are shelf liners washed between use on non-organic and organic display areas?
   - Yes
   - No

132. Are individual organic produce items labeled "organic"?
   - Yes
   - No

133. In wet display areas, how do you ensure non-organic produce does not touch or drip on organic produce?
134. How can the customer easily distinguish between organic and non-organic produce?

135. How is produce commingling by customers prevented?

136. Describe any other identified Organic Control Points, or changes made or planned to protect organic integrity in the produce department:

**Question(s) not listed are for office use only.**

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

147. Do you have a bulk foods, herbs, and/or spices department in the store?  
*If no, skip to MEAT DEPARTMENT section, Question 170.*  
☐ Yes  ☐ No

148. Department Manager or Employee in Charge:

149. **ORGANIC PRODUCT SOURCES / RECEIVING:** How is source and certification status of organic product verified?

150. Is received product compared to an invoice to check accuracy of shipment?  
☐ Yes  ☐ No

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

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

153. **STORAGE:** List available types of storage (ex. walk-in cooler, dry storage areas, etc.) including square footage and temperature.
154. How are organic and non-organic storage areas separated (ex. signs, dedicated areas, dividers, etc.)?

155. How is organic product labeled in storage areas?

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

157. **BULK FOODS, HERBS AND SPICES PREPARATION AREAS:** Do you maintain separate areas and equipment for organic and non-organic bulk food re-packing?

☐ Yes ☐ No

158. 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 non-organic product

☐ Maintain sanitation schedules ☐ Cleaning logs ☐ Use only food-grade gloves ☐ Other

159. If you checked Other, describe:

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 non-organic products, how is organic integrity protected?

162. **BULK FOODS, HERBS AND SPICES DISPLAY AREAS:** How can product in bulk containers be tracked back to the source (ex: documentation, lot numbers, code, etc.)?

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

164. Do all organic bulk food bin labels meet the NOS requirements for organic claim statements ("100% organic", "organic", "made with organic...")?
165. Are all organic ingredients listed on the label's ingredient section?
☐ Yes  ☐ No

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

167. Are organic and non-organic bulk bins displayed in distinctly separate areas?
☐ Yes  ☐ No

168. How can the customer easily distinguish between organic and non-organic products?

169. What means prevent customers from spilling non-organic bulk food into or on the cover of an organic bulk food item?

170. How is product commingling by customers prevented?

171. Describe any other identified Organic Control Points, or changes made or planned to protect organic integrity in this department:

Question(s) not listed are for office use only.

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

182. Do you have a meat department in the store? 
If not, skip to PREPARED FOODS section, Question 208.
☐ Yes  ☐ No

183. Name of Department Manager or employee in charge:

184. Do you have a HAACP or other quality control program in place?
☐ Yes  ☐ No
185. 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.*

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

186. Type of meat products sold:

- [ ] Beef
- [ ] Chicken
- [ ] Turkey
- [ ] Lamb
- [ ] Pork
- [ ] Bison
- [ ] Other

187. *If you checked Other, describe:*

188. How are meat products sold?

- [ ] Prepackaged fresh or frozen in self-serve display case
- [ ] Ground organic meat products in self-serve display case
- [ ] Ground organic meat products behind glass
- [ ] Fresh organic meat cuts behind glass
- [ ] Other

189. *If you checked Other, describe:*

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

191. **ORGANIC PRODUCT SOURCES/RECEIVING:** How is source and certification status of organic product verified?

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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

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

195. **STORAGE:** List available type(s) of storage (ex. walk-in cooler, walk-in freezer, etc.) including square footage and temperature.
196. How are organic and non-organic storage areas separated (ex. signs, dedicated areas, dividers, etc.)?

197. How is organic product labeled in storage areas?

198. **MEAT PREPARATION AREAS:** Do you maintain separate areas, tubs and equipment for organic and non-organic product preparation?
- [ ] Yes
- [ ] No

199. 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
- [ ] Cleaning Logs
- [ ] Other

200. If you checked Other, describe:

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

202. **MEAT DISPLAY AREAS:** How is continued accuracy of meat labels and/or marketplace information monitored?

203. Do labels show "certified organic" for organic meat products?
- [ ] Yes
- [ ] No

204. Are organic and non-organic meat products displayed in distinctly separate areas?
- [ ] Yes
- [ ] No

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

206. Are specific case trays, containers and other display items dedicated for organic use?
- [ ] Yes
- [ ] No
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>207. Are trays washed between use for non-organic and organic meat products?</td>
<td></td>
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<tr>
<td>208. How can the customer easily distinguish between organic and non-organic products?</td>
<td></td>
<td></td>
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<tr>
<td>209. How is product commingling by customers prevented?</td>
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<tr>
<td>210. Describe any other identified Organic Control Points, or changes made or planned to protect organic integrity in the meat department:</td>
<td></td>
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<tr>
<td>Question(s) not listed are for office use only.</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>221. Do you have a prepared foods department in the store?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If not, skip to <strong>PREPACKAGED GROCERY FOODS</strong> section, Question 249.</td>
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<tr>
<td>222. Name of department manager or employee in charge:</td>
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<tr>
<td>223. ORGANIC PRODUCT SOURCES/RECEIVING: How is source and certification status of organic product verified?</td>
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<tr>
<td>224. Is received product compared to an invoice to check accuracy of shipment?</td>
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<td></td>
</tr>
<tr>
<td>225. If product is not properly labeled, how is this corrected?</td>
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<td></td>
</tr>
<tr>
<td>226. What type of quarantine protocol occurs if product is improperly labeled, damaged or infested?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>227. If organic products are taken from other store departments, how is this product transfer documented?</td>
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</tr>
</tbody>
</table>
228. **STORAGE:** List all types of storage available (ex. walk-in cooler, dry storage areas, etc.) including square footage and temperature.

229. How are organic and non-organic storage areas separated (ex. signs, dedicated areas, dividers, etc.)?

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

231. Are prepared organic food products stored in distinctly separate areas from prepared non-organic food products?
   - [ ] Yes
   - [ ] No

232. **PREPARATION AREAS:** Do you maintain separate areas and equipment for organic and non-organic food product preparation?
   - [ ] Yes
   - [ ] No

233. 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 non-organic product
   - [ ] Maintain sanitation schedules
   - [ ] Cleaning logs
   - [ ] Other

234. **If you checked Other, describe:**

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

236. On the prep table and shelves, are non-organic ingredients clearly separated from the organic ingredients?
   - [ ] Yes
   - [ ] No

237. **If packaging materials are not food grade, clean and free of dyes and chemicals, explain.**
238. If packaging materials are recycled for re-use between organic and non-organic products, how is organic integrity protected?

239. **NON-ORGANIC INGREDIENT VERIFICATION** (For products sold as "Organic" or "Made with Organic Ingredients")

Are all ingredients non-genetically engineered, produced without use of sewage sludge, and non-irradiated? If not, explain.

240. If yes, do you have verification that these prohibited methods are not used?
   - ☐ Yes
   - ☐ No

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

242. How do you ensure that the same ingredients in both organic and non-organic form are not used in the same product?

243. **PREPARED FOODS DISPLAY AREAS**: How is continued accuracy of product labels and/or marketplace information monitored?

244. Do all prepared foods labels meet the NOS requirements for organic claim statements ("100% organic", "organic", "made with organic...")?
   - ☐ Yes
   - ☐ No

245. Are all organic ingredients listed on the label's ingredient section? **Attach Product Profiles for all food items prepared in the store.**
   - ☐ Yes
   - ☐ No

246. Are any non-organic products that are not individually wrapped displayed next to non-organic products?
   - ☐ Yes
   - ☐ No

247. Are shelf liners, bowls, serving containers, baskets and other display items cleaned prior to organic use?
<table>
<thead>
<tr>
<th>248.</th>
<th>Are dividers used between organic and non-organic display areas?</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>249.</td>
<td>Are individual organic product items labeled &quot;organic&quot;?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>250.</td>
<td>How can the customer easily distinguish between organic and non-organic products?</td>
<td></td>
</tr>
<tr>
<td>251.</td>
<td>How is product commingling by customers prevented?</td>
<td></td>
</tr>
<tr>
<td>252.</td>
<td>Describe any other identified Organic Control Points, or changes made or planned to protect organic integrity in the prepared foods department.</td>
<td></td>
</tr>
</tbody>
</table>

**Question(s) not listed are for office use only.**

**PREPACKAGED GROCERY FOODS DEPARTMENT NOS §§205.272**

| 263. | Do you have a prepackaged grocery foods department in the store? If not, skip to AUDIT AND INVENTORY CONTROL SYSTEM section, Question 271. | ☐ Yes ☐ No |
| 264. | Name of department manager or employee in charge: |  |
| 265. **ORGANIC PRODUCT SOURCES/RECEIVING:** | Is received product compared to an invoice to check accuracy of shipment? | ☐ Yes ☐ No |
| 266. | For new products, are brand name ID, name of certifying agent and seal use checked? | ☐ Yes ☐ No |
| 267. | If product is not properly labeled, how is this corrected? |  |
268. What type of quarantine protocol occurs if product is improperly labeled, damaged or infested?

269. **STORAGE**: List all available types of storage (ex. walk-in cooler, walk-in freezer, dry storage areas, etc.) including square footage and temperature.

270. How are organic and non-organic storage areas separated (example: signs, dedicated areas, dividers, etc.)?

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

272. Are prepackaged organic food products stored in distinctly separate areas from prepackaged non-organic food products?
   □ Yes  □ No

273. **GROCERY DISPLAY AREAS**: How is continued accuracy of product labels and/or marketplace information monitored?

274. How can the customer easily distinguish between organic and non-organic products?

275. Describe any other identified Organic Control Points, or changes made or planned to protect product organic integrity in this department.

**Question(s) not listed are for office use only.**

**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.

286. **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.
287. Can your documentation system track all organic products from receiving through sales?
☐ Yes  ☐ No

288. For products that are processed on-site and represented as organic, can your record keeping system balance organic ingredients in with finished organic product out?
☐ Yes  ☐ No

289. Can your record keeping system verify prevention of contact with prohibited substances?
☐ Yes  ☐ No

290. **If you answered No to any of the above three questions, what changes will you make to ensure these areas can be tracked/verified?**

291. **Describe your product recall system:**

292. What other records do you maintain?
☐ Labels and/or full ingredients and source information for all ingredients, processing aids, sanitizers used
  - ☐ Material Safety Data Sheets  ☐ Equipment maintenance records  ☐ Labor records
  - ☐ Pest control log  ☐ Documentation showing lack of commercial availability
  - ☐ Records of written complaints  ☐ Other

293. **If you checked Other, describe.**

294. *The National Organic Standards require that you keep a copy of all certification documents for a minimum of 5 years. Have all records available for inspection. Submit sample records needed to show traceability.*

   How do you intend to maintain these records?
   ☐ Hard copy  ☐ Electronically  ☐ Both

295. **COMPLETE:** Is your Organic System Plan complete?
☐ Yes  ☐ No

*Question(s) not listed are for office use only.*