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| --- | --- | --- | --- | --- | --- |
| **Operator #:** |  | **Operation Name:** |  | **Date:** |  |
|  |  |  |  |  |  |
| **A. Incoming Raw Ingredients** |
| 1. In what forms are incoming products received?[ ]  dry bulk [ ]  liquid bulk [ ]  cardboard drums[ ]  metal drums [ ]  tote bags [ ]  paper bags[ ]  foil bags [ ]  other (specify):  |
| 2. Do you arrange incoming product transportation? [ ]  YES [ ]  NO |
| 3. How do you ensure that inbound transport units are free from prohibited products/residues prior to loading organic products (documented cleaning, new units, etc.)? |
| 4. **NOP** – How do you verify that incoming containers containing organic product are labeled in compliance with §205.307 (i.e., identification of product as organic, unique ID, and link to audit trail)? Please include what actions are taken if incoming product labeling is not compliant.  |
| 5. Check all steps taken to segregate organic products:[ ]  dedicated organic only transport units [ ]  organic product shrink wrapped[ ]  pallet tabs identifying “organic” [ ]  use of pallets[ ]  separate area in transport unit [ ]  other (specify):  |
| **B. In-Process Products** | [ ]  Not applicable |
| 1. How is in-process product transported? |
| 2. How do you ensure that in-process transport units (buckets, carts, etc.) are free from prohibited products/residues prior to loading organic products (documented cleaning, new units, etc.)? |
| 3. If products are stored in non-retail containers prior to packaging, what information is included on the container’s label?[ ]  N/A no work-in-progress storage occurs[ ]  Lot number, shipping ID, or other unique ID to link container to audit trail [ ]  Organic designation and product name[ ]  Other:  |
| 4. How does the audit documentation link to the in-process or stored non-retail containers?[ ]  N/A no work-in-progress storage occurs[ ]  Lot number [ ]  Shipping container ID[ ]  Other unique ID (explain): [ ]  Other:  |
| **C. Outgoing Finished Product** |
| 1. Please describe how outgoing products are transported and who arranges this transportation. |
| 2. How do you ensure that outbound transport units are free from prohibited products/residues prior to loading organic products (documented cleaning, new units, etc.)? Please ensure to explain, how contracted transport is informed of organic requirements (as applies), what practices occur, and how actions taken are documented.  |
| 3. If products are shipped in non-retail containers, what information is included on the container’s label?[ ]  Lot Number, shipping ID, or other unique ID to link container to audit trail [ ]  Organic designation and product name[ ]  Other:  |
| 4. If products are shipped in non-retail containers, how does the operation label the shipping containers or ensure the transport/shipping companies are informed and follow the requirements of §205.307?  |
| 5. In what form are finished products shipped?[ ]  dry bulk [ ]  liquid bulk [ ]  tote bags [ ]  tote boxes[ ]  paper bags [ ]  foil bags [ ]  mesh bags [ ]  metal drums[ ]  cardboard drums [ ]  cardboard cases [ ]  plastic crates [ ]  cans[ ]  bottles [ ]  plastic containers [ ]  other (specify):  |
| 6. Check steps taken to segregate organic products:[ ]  dedicated organic only transport units [ ]  organic product shrink wrapped[ ]  pallet tags identifying “organic” [ ]  use of pallets[ ]  separate area in transport unit [ ]  other (specify):  |