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| **Operator #:** |  | **Operation Name:** |  | **Date:** | |  |
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| **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): | | | | | | |