|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Operator #:** |  | **Operation Name:** | |  | | | | **Date:** | |  |
|  |  |  | |  | | | |  | |  |
| **A. Packaging** | | | | | | | | | Not Applicable | |
| 1. Check types of packaging material used:  bulk  paper  cardboard  wood  glass  metal  foil  plastic  waxed paper  natural fiber  synthetic fiber (specify type, e.g. PVC, polyethylene, polypropylene, etc.):  other (specify): | | | | | | | | | | |
| 2. Are all packaging materials food grade?  YES  NO | | | | | | | | | | |
| 3. Are any flushing agents (e.g. Nitrogen gas) used in packaging?  YES  NO  If **YES**, please provide OCIA with documentation for all packaging aids. | | | | | | | | | | |
| 4. Where are packaging materials stored? | | | | | | | | | | |
| 5. Are any fungicides, fumigants, or pest control products used in the storage area for the packaging material?  YES  NO  If **YES**, describe how they are used (list products in Section 5.1). | | | | | | | | | | |
| 6. Have any packaging materials been exposed to, or do they contain any synthetic fungicides, preservatives, or fumigants?  YES  NO  If **YES**, describe exposure, including name of products used. | | | | | | | | | | |
| 7. Are packaging materials reused?  YES  NO  If **YES**, describe this packaging (prior use/contents), how reusable packaging materials are cleaned prior to use and if this is documented (and if so, how). | | | | | | | | | | |
| 8. Are packaging materials recyclable or returnable?  YES  NO | | | | | | | | | | |
| 9. **OCIA Standards** – Do you use any aluminum lead-bearing solder for packaging?  YES  NO  If **YES**, what is the lead content?  If **YES**, what is the pH of the product? | | | | | | | | | | |
| **B. Labeling** | | | | | | | Not Applicable; labels not applied | | | |
| 1. Does your operation create and apply its own labels?  YES  NO  If **YES**, please describe how the labels are used (e.g. retail, bulk, non-retail). List general product types and which way they are labeled. | | | | | | | | | | |
| 2. Do any other entities create or apply labels on your operation’s behalf?  YES  NO  If **YES**, please describe how the labels are used (e.g. retail, bulk, non-retail). List general product types and which way they are labeled. | | | | | | | | | | |
| 3. How are retail packages packed and labeled for storage and transport (e.g. cardboard boxes, etc.)? | | | | | | | | | | |
| 4. If products are stored in non-retail containers prior to packaging or are shipped in non-retail containers, what information is included on the container’s label?  N/A Bulk/non-retail containers not used  Lot Number, shipping ID, or other unique ID to link container to audit trail  Organic designation and product name  Other: | | | | | | | | | | |
| 5. If your operation applies labels for other certified entities, please list the operations and their certification agencies.  N/A do not apply labels for certified entities    **Please provide copies of the organic certificates.**  Attached | | | | | | | | | | |
| 6. If your operations applies labels for other entities and the OCIA name or seal appears on the labels, please list the operations. *Please note that all Private Label documents must be provided (i.e. Private Label Licensing Agreement, Private Label Registrant Form, Private Label Annual Application).*  N/A do not apply labels for non-certified entities | | | | | | | | | | |
| 7. Are any products sold to warehouse clubs (e.g. Costco, Sam’s)?  YES  NO  If **YES**, please list the products and sizes: | | | | | | | | | | |
| 8. **NOP** - Please explain in detail how label compliance under §205.307 will be maintained. Please include a summary of SOPs that have been developed, employee training, how the operation will label the shipping containers or ensure the transport/shipping companies are informed of these requirements, what documentation will be maintained with the audit trail to show each shipment was labeled correctly (e.g. if the operation does not complete the labeling, photos of the container for each shipment):  *§205.307: (a) Nonretail containers used to ship or store certified organic agricultural products must display: (1) Identification of the product as organic; and (2) The production lot number, shipping identification, or other unique information that links the container to audit trail documentation. (b) Audit trail documentation for nonretail containers must identify the last certified operation that handled the agricultural product.* | | | | | | | | | | |
| **C. Co-Packers** | | | | | | Not Applicable; co-packers not used | | | | |
| 1. Does your operation use co-packers to produce any products?  YES  NO  If **YES**, provide the following information and provide a copy of the co-packers organic certificate.  A separate list may be submitted as long as all information in the table is listed.  List Attached | | | | | | | | | | |
| **Name of Co-Packer** | | | **Certification Agency** | | **Products co-packed** | | | | | |
|  | | |  | |  | | | | | |
|  | | |  | |  | | | | | |
|  | | |  | |  | | | | | |
|  | | |  | |  | | | | | |
| 2. Please describe the business arrangement with the co-packer, including which operation own the recipes/formulations for the products co-packed, which entity creates the labeling and buys the ingredients for the products? | | | | | | | | | | |