

**Module H7: Physical Facility**

This Module is to be completed by operations with a physical facility at which they receive organic items. Operations must provide a description of the management practices and physical barriers established to prevent commingling of organic and nonorganic products on a split operation and to prevent contact of organic items with prohibited substances. §205.201(a)(5).

Operation Name:	
Date:	

**Section I: General Information, Maps, and Process Flow**

<b>A. General Information</b>	
1. Facility Name:	
2. Facility Address:	
3. Operating Hours and Days of the Week:	
4. Is Facility Owned or Leased?	<input type="checkbox"/> Owned. <input type="checkbox"/> Leased.
5. Facility Phone Number:	
6. Is the Facility Address above identical to the Physical Address of Company Office identified in Module H1A?	<input type="checkbox"/> Yes. <input type="checkbox"/> No.
<b>B. Facility Activities</b>	
1. Briefly describe the handling activities for <u>Organic</u> items which take place in this facility:	
2. Do you own the products processed at this operation or provide processing services at this location?	<input type="checkbox"/> Own the products processed here. <input type="checkbox"/> Provide processing services. <input type="checkbox"/> N/A, Provide warehouse or storage services.
3. Briefly describe the handling activities for <u>Nonorganic</u> products which take place in this facility:	
<b>C. Site Map</b>	
1. Attach an accurate site map with all organic processing and storage areas identified as organic and with all equipment used in organic handling listed and identified as organic.	<input type="checkbox"/> Site Map Attached
2. Does this map identify all organic processing and storage areas—such as receiving dock, storage, staging area, processing room, packing room, finished product storage, etc.?	<input type="checkbox"/> Yes.
3. Does this map list or identify as organic all equipment used in organic handling—such as dedicated organic pumps, organic conveyor, packing tables, grinders, fillers, dump or dunk tanks or bins, roasters, ovens, fill station, mixers, coolers, freezers, labeling station, scoops, molds, etc.?	<input type="checkbox"/> Yes.

<b>D. Process Flow</b>	
1. Submit an accurate schematic product flow chart or a written description which shows or describes each step of how organic ingredients and products are handled and processed and that indicates where such activities take place. Operations with more than one type of process must be sure to submit a process flow for each process type.	<input type="checkbox"/> Process Flow Attached. <input type="checkbox"/> Multiple Process Flows Attached. Names of Multiple Process Flows:
2. Does this process flow include all organic events and production steps (including receiving, storage, processing, packaging, labeling, and warehousing)?	<input type="checkbox"/> Yes.
3. Does this process flow include all equipment and utensils used at each step and any machinery used?	<input type="checkbox"/> Yes.
4. Does this process flow describe the event, where it takes place, any record generated for that event/step, and any substances used in contact with organic items at that stage?	<input type="checkbox"/> Yes.

**Section II: Packaging and Processing**

<b>A. Packaging and Storage (§205.272).</b>	
1. Does this operation ensure that all nonretail containers used in storage or transport of organic raw materials or organic final products are identified as organic? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> Yes, by using the word “organic” or USDA seal on the container. <input type="checkbox"/> Yes, by using abbreviations or acronyms (such as “OG”) on the container. <input type="checkbox"/> Yes, by using temporary labels or signage on the container or storage area for container. <input type="checkbox"/> Yes, by having the nonretail container contain retail product that has organic status clearly indicated on the retail unit. <input type="checkbox"/> Yes, by some other method approved by Americert. Describe method:
2. Does this operation ensure that all nonretail containers used in storage or transport of organic raw materials or organic final products have a traceability identifier (such as a unique lot number, shipping identification, or other unique identifier that links to the audit trail)?	<input type="checkbox"/> Yes.
3. Are organic products at this operation’s physical location in wholesale or retail packaging? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> Wholesale. <input type="checkbox"/> Retail
4. How are the organic items (whether organic raw materials, in-process items, or finished product) packaged? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> Packaged in sealed, tamper-evident packaging or containers. <input type="checkbox"/> Unpackaged. <input type="checkbox"/> Packaged but not in sealed, tamper-evident packaging or containers. <input type="checkbox"/> Packaged in reusable containers or vehicles (ex: RPCs, tankers, railcars, lugs). <input type="checkbox"/> Other (please describe):
5. How are organic packaging materials, raw materials, in-process items, and finished product stored? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> Stored in sealed containers (e.g., closed bins) or packaging (e.g. plastic wrapped). <input type="checkbox"/> Stored in designated organic only storage. <input type="checkbox"/> Clearly marked as organic. <input type="checkbox"/> Segregated from nonorganic packaging, crops, ingredients, and products. <input type="checkbox"/> Other (please describe):
6. Is this operation a Processor?	<input type="checkbox"/> No. <b>Skip to Section III.</b>

<input type="checkbox"/> Yes.	
7. Are packages or containers free of prohibited materials such as fungicides, preservatives, or fumigants which may interact with organic items? <span style="float: right;"><input type="checkbox"/> Yes.</span>	
8. How does this operation know the packages or containers are free of prohibited materials?	<input type="checkbox"/> Documentation from manufacturer that material is food grade. <input type="checkbox"/> Other:
9. Are any containers or packaging reused?	<input type="checkbox"/> No. <input type="checkbox"/> Yes. Please describe:
10. If Yes to #9, how is organic integrity maintained for reused packaging or containers?	<input type="checkbox"/> N/A, no re-used containers or packaging. <input type="checkbox"/> Re-used packaging or containers are cleaned and/or sanitized prior to use in organic production. <input type="checkbox"/> Re-used packaging or containers are dedicated for organic use only. <input type="checkbox"/> Other (describe):
11. What types of packing does this operation engage in when handling organic crops, products, or ingredients? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> Packing from bulk to retail. <input type="checkbox"/> Packing from bulk to bulk. <input type="checkbox"/> Packaging from retail to retail. <input type="checkbox"/> Repacking of dry materials. <input type="checkbox"/> Packaging or enclosing in a container. <input type="checkbox"/> Decanting of liquids. <input type="checkbox"/> Labeling or relabeling of containers or packages. <input type="checkbox"/> Copacking for a brand owner. <input type="checkbox"/> Processing then packaging the processed product. <input type="checkbox"/> Other (please describe):
12. Are any packaging aids used in packaging such as popsicle sticks, nitrogen gas, CO2, desiccant in packaged inserts, etc.?	<input type="checkbox"/> No <input type="checkbox"/> Yes. <b>[Please list this material in the Module H8 Materials Used.]</b>
13. Do you use "active packaging" that emits or releases chemicals into organic products—such as ethylene scavengers, antimicrobials, or antioxidants?  Note: This type of packaging is likely prohibited because active agents migrate into the organic product.	<input type="checkbox"/> No <input type="checkbox"/> Yes. Provide complete packaging information:
<b>B. Processing</b>	
1. What types of processing does this operation engage in when handling organic crops, products, or ingredients? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> N/A, this operation does not process or pack. <b>Skip to Section III.</b>  <input type="checkbox"/> Cleaning or sanitizing. <input type="checkbox"/> Roasting and grinding. <input type="checkbox"/> Mixing, blending, or churning of ingredients. <input type="checkbox"/> Pasteurization. <input type="checkbox"/> Cooking, baking, curing, heating, or drying. <input type="checkbox"/> Cutting or peeling. <input type="checkbox"/> Juicing of fruits or vegetables. <input type="checkbox"/> Nut hulling. <input type="checkbox"/> Preserving or dehydrating. <input type="checkbox"/> Canning or jarring. <input type="checkbox"/> Separating or extracting. <input type="checkbox"/> Fermenting or distilling. <input type="checkbox"/> Freezing, chilling or cooling. <input type="checkbox"/> High pressure processing. <input type="checkbox"/> Packing, Relabeling, Repacking, or Relabeling without Processing. <input type="checkbox"/> Other:
2. For ingredients and processing aid materials used in organic production, does this operation source and procure those ingredients and processing aid materials?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. Indicate what operation sources ingredients or processing aid materials:

3. Is equipment used in organic production or processing dedicated for use with organic ingredients and products only?	<input type="checkbox"/> Yes. <b>Skip to Section III.</b> <input type="checkbox"/> No.
4. How does this operation protect against contamination and commingling with regard to equipment use? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> Equipment is purged or flushed prior to organic production. <input type="checkbox"/> Equipment is cleaned prior to organic production. <input type="checkbox"/> Other.
5. If any organic contact surfaces are not either cleaned, purged, or flushed prior to each organic run, how is organic integrity preserved from contamination and commingling?	<input type="checkbox"/> N/A, equipment is cleaned, purged, or flushed prior to organic production. Explain:
6. If equipment is purged or flushed between runs, describe the purge procedure, including the product and quantity purged, how you determined this quantity was sufficient, where purged product goes, and how the purge is documented:	<input type="checkbox"/> N/A, no purges or flushes used. Description:
7. If cleaning is NOT documented, how is cleaning known to be completed (e.g. regular staff training in standard operating procedure)?	<input type="checkbox"/> N/A, cleaning is documented in cleaning log or SOP. Explain:

**Section III: Pest Control**

§ 205.271 of the USDA NOP Organic regulations governs all pest control practices **used in organic production and storage areas**. Pest control practices are assigned a level running from Level 1 Pest Control Measures through Level 4 Pest Control Measures. Level 1 must be implemented. Higher levels, such as Levels 2-4, can only be used if the lower levels have been effectively implemented and proven ineffective to control pests as documented through continued pest sightings. Any pest control substances used must be used in a manner that does not lead to contamination of organic items, packaging materials, or food contact surfaces. Operations must document pest control activities and protection of organic items.

<b>A. General</b>	
1. Does this operation ONLY handle product that has been previously packaged in non-permeable, sealed, tamper-evident packaging and that remains that way while in this operation's possession?	<input type="checkbox"/> Yes. <input type="checkbox"/> No.
2. Who manages this operation's pest control?	<input type="checkbox"/> This operation <input type="checkbox"/> Third party pest control service provider.
3. How does this operation record pest control material (substances, traps, lights, etc.) use and measures taken to protect organic products or packaging? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> N/A, no pest control substances used in organic production or storage areas. <input type="checkbox"/> Pesticide/Trap usage log (recording what was applied, when it was applied, and where it was applied). <input type="checkbox"/> Third party pest control service provider service reports. <input type="checkbox"/> Pest observation logs (noting what was observed, when it was observed, and where it was observed). <input type="checkbox"/> Log describing removal/reentry of products and packaging. <input type="checkbox"/> Clean or purge log.

	<input type="checkbox"/> Other:	
4. Does this operation maintain a pest control map showing locations where pest control substances are used?	<input type="checkbox"/> N/A, no pest control substances used in organic production or storage areas. <input type="checkbox"/> Yes. <input type="checkbox"/> No.	
<b>B. Level 1 Pest Control:</b> Section 205.271(a) Prevention and Exclusion		
1. Does this operation conduct the <b>MANDATORY</b> prevention and exclusion practices required by Section 205.271(a) of the USDA NOP organic regulations?		<input type="checkbox"/> Yes.
2. What <b>MANDATORY</b> pest management practices does this operation use to PREVENT pests in organic production and storage areas? <b>[SELECT ALL THAT APPLY] [Operations must have at least one.]</b>	<input type="checkbox"/> Removing pest habitats, food sources, and breeding areas. <input type="checkbox"/> Preventing access to handling facilities. <input type="checkbox"/> Ensuring pest exclusion. <input type="checkbox"/> Managing environmental factors (such as humidity, atmosphere, temperature, air curtains, or air circulation) to prevent pest reproduction. <input type="checkbox"/> Maintaining good refuse and trash management. <input type="checkbox"/> Other:	
<b>C. Level 2 Pest Control:</b> Section 205.271(b) Mechanical and Physical Controls.		
1. Does this operation understand that use of Level 2 measures is MANDATORY if Level 3 Pest Control measures are used or planned for use in organic production and storage areas?		<input type="checkbox"/> Yes.
2. Has this operation implemented practices to CONTROL pests in organic production and storage areas?		<input type="checkbox"/> No. <b>Skip to Part D.</b> <input type="checkbox"/> Yes.
3. Which of the following practices are used to CONTROL pests in organic production and storage areas? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> Mechanical or physical controls (such as physical traps, light, or sound). <input type="checkbox"/> Non-pesticide repellants (such as natural oils, etc.). <input type="checkbox"/> Pheromone lures and repellents using non-synthetic or synthetic substances consistent with National List.	
4. If mechanical or physical control practices are used in organic production and storage areas, which ones does this operation use? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> N/A, no mechanical or physical practices are used.  <input type="checkbox"/> Mechanical <input type="checkbox"/> Glue Based or Sticky Traps <input type="checkbox"/> Electric <input type="checkbox"/> Ultraviolet <input type="checkbox"/> Ultrasonic	
5. If non-pesticide repellants (such as natural oils, etc.) are used in organic production and storage areas, please <u>list the exact product name and manufacturer and provide SDS</u> for the specific items used.	<input type="checkbox"/> N/A, Non-Pesticide Repellents not used. Product Name and Manufacturer (SDS attached):	
6. If pheromone lures and repellants are used in organic production and storage areas, please <u>list the exact product name and manufacturer and provide SDS</u> for the specific items used.	<input type="checkbox"/> N/A, Pheromone lures and repellents not used. Product Name and Manufacturer (SDS attached):	

<b>D. Level 3 Pest Control Measures: 205.271(c) Synthetic Materials Listed on National List and Non-Synthetic Materials Not Prohibited by the National List</b>	
1. Does this operation understand that use of Level 3 measures is MANDATORY if Level 4 Pest Control measures are used or planned for use in organic production and storage areas?	<input type="checkbox"/> Yes.
2. Does this operation use Level 3 substances in organic production and storage areas?	<input type="checkbox"/> No. <b>Skip to Part E.</b> <input type="checkbox"/> Yes.
3. Does this operation understand that Level 3 substances can only be used if Level 1 and 2 Pest Control Measures are implemented and have been ineffective to control pests as documented in continued pest sightings?	<input type="checkbox"/> Yes.
4. What Level 3 Pest Control Substances (by active ingredient) are used or intended for use in organic production and storage areas? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> Ammonium Carbonate <input type="checkbox"/> Boric Acid <input type="checkbox"/> Botanical Pesticides (e.g. botanical oils) <input type="checkbox"/> Carbon Dioxide <input type="checkbox"/> Diatomaceous Earth <input type="checkbox"/> Nitrogen Gas <input type="checkbox"/> Non-synthetic Baits or Lures <input type="checkbox"/> Vitamin D3 for Rodent Control <input type="checkbox"/> Pyrethrums/Pyrethrins (Does not include pyrethroids, which are synthetic and addressed in Part E).
5. List which Level 3 pest control substances are applied through fogging or spraying:	<input type="checkbox"/> N/A, none applied through fogging or spraying. List:
<b>E. Level 4 Pest Control Measures: 205.271(d): Synthetic Substances Not on National List</b>	
1. Does this operation use Level 4 substances in organic production and storage areas?	<input type="checkbox"/> No. <b>Skip to Section IV.</b> <input type="checkbox"/> Yes.
2. Does this operation understand that Level 4 substances can only be used if Level 1, 2, and 3 Pest Control Measures are implemented and have been ineffective to control pests as documented in continued pest sightings?	<input type="checkbox"/> Yes.
3. What Level 4 Pest Control Substances ( <u>by active ingredient</u> ) are used or intended for use in organic production and storage areas?  Note: Any active ingredient not <u>specifically listed above</u> as a Level 2 or 3 substance should be included here.	List all Level 4 Pest Control Substances (by active ingredient) used or intended for use:
4. List which Level 4 pest control substances are applied through fogging or spraying:	<input type="checkbox"/> N/A, none applied through fogging or spraying. List:
<b>F. Organic Integrity with Level 3 and Level 4 Substance Use</b>	
1. Does this operation ensure the following <b>MANDATORY</b> requirements:	<input type="checkbox"/> This operation ensures that Level 3 and 4 pest control substances are not used in or around organic materials including open packaging, containers, and organic contact surfaces.

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	<input type="checkbox"/> This operation ensures that Level 3 and 4 pest control substances are not used unless all lower-level measures have been implemented and proved ineffective to control pests as documented in continued pest sightings. <input type="checkbox"/> This operation ensures that pest control application records (even those prepared by third party pest control service providers hired by this operation) document the location where a substance was used, what substance was used, and that the stepwise nature of pest control was followed.
2. If substances are applied via spraying or fogging, how does this operation ensure organic ingredients, products, packaging materials, and equipment are not contaminated? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> N/A, no spray or fog used.  <input type="checkbox"/> Removing organic items (raw materials, products, packaging) from areas to be treated. <input type="checkbox"/> Wash and rinse organic contact surfaces after treatment. <input type="checkbox"/> Cover equipment used for organic handling during treatment. <input type="checkbox"/> Purge equipment after treatment. <input type="checkbox"/> Other:
3. How does this operation protect the organic integrity of organic products when Level 3 or 4 Pest Control Measures are used? <b>[SELECT ALL THAT APPLY]</b>	<input type="checkbox"/> All organic products are packaged in non-permeable packaging or covers. <input type="checkbox"/> Products are not used where there are organic contact surfaces (such as food contact surfaces) or where organic products are handled or stored. <input type="checkbox"/> Removing organic items (raw materials, products, packaging) from areas to be treated. <input type="checkbox"/> Wash and rinse organic contact surfaces after treatment. <input type="checkbox"/> Cover equipment used for organic handling during treatment. <input type="checkbox"/> Purge equipment after treatment. <input type="checkbox"/> Other:
4. Has this operation attached SDS sheets for all Level 3 and 4 pest control substances used in organic production or storage areas? <span style="float: right;"><input type="checkbox"/> Yes.</span>	

**Section IV: Attestation**

I attest this information is accurate and complete.	<input type="checkbox"/> Yes
Date Completed:	
Name of Person Completing Form:	