



### ORGANIC SYSTEM PLAN – COFFEE ROASTERS

*To be completed by an operation that roasts organic coffee and does not process additional organic products.*

Business Name:	Certification Number:
Name and Title of Individual Completing this Form:	Date:

<b>Section A. Receiving – Incoming Organic Products</b>	<b>[NOS 205.103, 205.270, 205.272]</b>
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1. How is organic coffee and/or green coffee beans received at your facility? *Check all that apply.*

<input type="checkbox"/> Burlap bags	<input type="checkbox"/> Bins	<input type="checkbox"/> Wholesale boxes
<input type="checkbox"/> Bulk trailer	<input type="checkbox"/> Totes	<input type="checkbox"/> Retail packages
<input type="checkbox"/> Drums	<input type="checkbox"/> Other (specify)	
  
2. What receiving/shipping documents accompany incoming organic coffee? *Check all that apply.*

<input type="checkbox"/> Organic certificate	<input type="checkbox"/> Clean truck/equipment affidavits	<input type="checkbox"/> Certificates of analysis
<input type="checkbox"/> Transaction certificate	<input type="checkbox"/> Invoice	<input type="checkbox"/> Contracts
<input type="checkbox"/> Bill of lading	<input type="checkbox"/> Purchase order	<input type="checkbox"/> Other (specify):
  
3. How is coffee identified as "organic" on receiving documents?
  
4. Is an internal lot code assigned at the time of receipt of organic coffee?  Yes  No
  - 4a. If "Yes," describe the lot code system.
  
5. Describe how your company ensures **incoming** organic coffee is protected from contamination of prohibited substances and commingling with non-organic coffee.



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Section B. Cleaning, Sanitation	[NOS 205.103, 205.270, 205.272]
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**Tip!** USDA organic regulations require that handling practices and procedures present no contamination risk to organic products. Procedures used to clean equipment and ensure no contamination of organic products must be documented.

1. Check all cleaning methods used prior to processing or handling organic coffee.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> No Cleaning or Purging | <input type="checkbox"/> Compressed air       | <input type="checkbox"/> Soap and water    |
| Occurs - <b>Go to next section.</b>             | <input type="checkbox"/> Manual washing       | <input type="checkbox"/> Steam cleaning    |
| <input type="checkbox"/> Sweeping               | <input type="checkbox"/> Clean in place (CIP) | <input type="checkbox"/> Sanitizing        |
| <input type="checkbox"/> Scraping               | <input type="checkbox"/> Purging of equipment | <input type="checkbox"/> Other ( specify): |
| <input type="checkbox"/> Vacuuming              |   |  |

2. List cleaning and/or sanitation materials that come into contact with the equipment used to process and/or package organic coffee.  None Used

Is material used on equipment prior to organic processing?	Cleanser and/or Sanitizer Generic and Brand Name	Where is the cleanser or sanitizer used?	Followed by an intervening step such as a potable water rinse?	Name of document cleaning is recorded on.
yes	<i>Clean Machine - sodium hypochlorite</i>	<i>Brushes, belts, scoops</i>	yes	<i>production log</i>

**Tip!** All equipment and food contact surface cleaning must be documented and records available at inspection. If materials are used at your facility that are known to leave residues even after a potable water rinse (e.g. quaternary ammonium), you must take additional steps to prevent contamination of organic products and have documentation of residue testing available during inspections.



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**Section C. Packing, Processing [NOS 205.103, 205.270, 205.272]**

1. Indicate the production records maintained by your company.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Equipment clean-out logs    | <input type="checkbox"/> Roasting log         | <input type="checkbox"/> Shrinkage log                      |
| <input type="checkbox"/> Product specification sheet | <input type="checkbox"/> Packaging log        | <input type="checkbox"/> Ingredient inventory reports       |
| <input type="checkbox"/> Product inspection forms    | <input type="checkbox"/> Shift production log | <input type="checkbox"/> Finished product inventory reports |
| <input type="checkbox"/> Batch recipes               | <input type="checkbox"/> QC reports           | <input type="checkbox"/> Packaging reports                  |
| <input type="checkbox"/> Waste log                   | <input type="checkbox"/> Other ( specify):    |   |

2. How is coffee identified as “organic” on production documents?

3. Are your packing or processing lines and/or equipment dedicated for use with organic coffee only?  Yes  No

3a. If “No,” describe how you ensure organic coffee is not contaminated with prohibited materials or commingled with non-organic coffee during **packing and/or processing**.

4. Is equipment purged prior to processing organic coffee?  Yes  No

4a. If “Yes,” complete the following table:

Equipment	Purged? (Yes or No)	Capacity of Equipment	Quantity of Purge	Name of document purge is recorded on.
Roaster				
Grinder				
Weigh and Fill				
Other:				
Other:				

5. How are partial pallets/boxes/drums of organic coffee handled and how does your company ensure they are protected from commingling with non-organic coffee during packing or processing?

6. Does your operation use Nitrogen to bag organic coffee?  Yes  No

6a. If “Yes,” has verification that the nitrogen is from an oil free grade been submitted to the Olympia office?  Yes  No



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7. Is any other packaging or processing aid used with organic coffee?  Yes  No

7a. If "Yes," list:

8. Are any flavors added to your organic coffee products?  Yes  No

8a. If "Yes," is the flavor certified organic or non-synthetic?

Certified organic – *Submit a copy of the current USDA National Organic Program certification document.*

Non-synthetic – *Contact our office to obtain a natural flavor questionnaire and submit it after completion by the manufacturer. **Synthetic flavors are prohibited.***

**Tip!** Current information on the composition of all materials used in direct contact with organic coffee must be available during each inspection. This information must also be submitted to the Olympia office a minimum of every three years.



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### Section D. Water

[NOS 205.605]

1. Is water used to quench beans in the roaster?  Yes  No
  - 1a. If "No," go to next section.
2. Source of water:  Municipal  On-site well  Other ( specify):
3. Does the water meet the Safe Drinking Water Act?  Yes  No
4. Is water treated on-site?  Yes  No
  - 4a. If "Yes," what water treatment processes are used?
  
5. Describe how you monitor water quality.



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### Section E. Storage

[NOS 205.270, 205.272]

1. Does your company store organic coffee at this facility?  Yes  No
- 1a. If "Yes," describe how you ensure organic coffee is not contaminated with prohibited materials or commingled with non-organic coffee during storage. Include details on both incoming product storage and finished product storage.

**Tip!** Include all storage areas on your processing flow chart.

2. Does your company use off-site storage for organic coffee?  Yes  No
- 2a. If "Yes," list the name, address, and phone number of each company that manages offsite storage locations.



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Section F. Packaging, Storage Containers, and Shipping Containers [NOS 205.270, 205.272]

**Tip!** Packaging materials, bins, and storage containers must not contain synthetic fungicides, preservatives, or fumigants. Reusable bags or containers that have been in contact with any prohibited substance in the past must be thoroughly cleaned before use. Procedures used to maintain the organic integrity of products must be documented.

1. What type(s) of packaging materials or storage/shipping containers do you use? *Check all that apply.*

<input type="checkbox"/> Paper	<input type="checkbox"/> Foil	<input type="checkbox"/> Poly
<input type="checkbox"/> Cardboard	<input type="checkbox"/> Waxed paper	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Plastic		
  
2. Are all packaging materials and/or storage and shipping containers food grade?  Yes  No
3. Have any packaging and/or storage and shipping containers been exposed to synthetic fungicides, preservatives, or fumigants?  Yes  No
4. Are packaging materials and/or storage and shipping containers reused?  Yes  No
  - 4a. If "Yes," describe how organic coffee is protected from contamination when placed in the reused container.
  
5. Describe how you identify packages or containers as organic.
  
6. Is all organic packaging and labeling equipment cleared prior to subsequent non-organic runs?  Yes  No  N/A



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**Section G. Shipping – Outgoing Organic Products** **[NOS 205.103, 205.270, 205.272]**

1. How does organic coffee leave your facility? *Check all that apply.*

<input type="checkbox"/> Bins	<input type="checkbox"/> Bulk bags	<input type="checkbox"/> Wholesale boxes
<input type="checkbox"/> Bulk trailer	<input type="checkbox"/> Totes	<input type="checkbox"/> Retail packages
	<input type="checkbox"/> Drums	<input type="checkbox"/> Other ( specify):
  
2. Indicate what shipping or sales documents are maintained by your company. *Check all that apply.*

<input type="checkbox"/> Pallet/tote ticket	<input type="checkbox"/> Clean truck affidavit	<input type="checkbox"/> Contracts
<input type="checkbox"/> Bill of lading	<input type="checkbox"/> Purchase order	<input type="checkbox"/> Certificates of analysis
<input type="checkbox"/> Sales invoice	<input type="checkbox"/> Scale ticket	<input type="checkbox"/> Other ( specify):
  
3. Do all documents clearly identify coffee as organic?  Yes  No
  
4. Does your company arrange outgoing product transport? **If "No," go to next section.**  Yes  No
  - 4a. If "Yes," have transport companies been notified of organic handling requirements?  Yes  No
  
5. Is organic coffee shipped in the same transport units as non-organic coffee?  Yes  No
  - 5a. If "Yes," indicate what steps are taken to segregate organic coffee.

<input type="checkbox"/> Use of separate pallets	<input type="checkbox"/> Separate area in transport unit
<input type="checkbox"/> Organic product shrink wrapped	<input type="checkbox"/> Organic product sealed in impermeable containers
<input type="checkbox"/> Other (specify):	



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Section H. Pest Management	[NOS 205.271]
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**Tip!** USDA organic regulations outline a step approach to pest control. Certified facilities **must** implement pest management that focuses on good sanitation and preventative practices **before** use of a pest control material. Environmental factors, mechanical, or physical controls that use non-synthetic substances may also be used. If preventative measures are not effective, a synthetic substance not on the National List may be used, provided the Olympia office approves use of the substance, method of application, and measures taken to prevent contact with ingredients or organic products. ***Use of pest control products must be documented and included as part of the organic system plan.***

1. What type of pest management system does your facility use?
  - In-house. Name of responsible person:
  - Contract pest control service. Business name, address, phone number:
  
2. Check all pest problems at your facility.
 

<input type="checkbox"/> No pest problems	<input type="checkbox"/> Flying insects	<input type="checkbox"/> Birds
<input type="checkbox"/> Crawling insects	<input type="checkbox"/> Rodents	<input type="checkbox"/> Other (specify):
  
3. Check all pest management practices used at your facility.
 

<input type="checkbox"/> Good sanitation and clean up	<input type="checkbox"/> Mechanical traps	<input type="checkbox"/> Diatomaceous earth
<input type="checkbox"/> Removal of exterior habitat/food sources	<input type="checkbox"/> Ultrasound/light devices	<input type="checkbox"/> Pyrethrum
<input type="checkbox"/> Clean up spilled product	<input type="checkbox"/> Release of beneficials	<input type="checkbox"/> Rotenone
<input type="checkbox"/> Sealed doors and/or windows	<input type="checkbox"/> Sticky traps	<input type="checkbox"/> Boric acid
<input type="checkbox"/> Air curtains	<input type="checkbox"/> Electrocutors	<input type="checkbox"/> Crack and crevice spray*
<input type="checkbox"/> Screened windows/vents	<input type="checkbox"/> Pheromone traps	<input type="checkbox"/> Fumigation*
<input type="checkbox"/> Freezing treatments	<input type="checkbox"/> Vitamin baits	<input type="checkbox"/> Fogging*
<input type="checkbox"/> Heat treatments	<input type="checkbox"/> Other (specify):	

**Tip!** You must implement preventative pest control practices before the use of an input material. Records about all practices must be available during your inspection.  
 \*The use, frequency, and method of application of synthetic substances must be approved by the Olympia office.



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4. Submit details on fumigation, fogging, or sprays used at your facility:

None Used

Generic and Brand Name of substance	Where is the substance used?	Frequency of use	Method of application	Name of document use is recorded on.

4a. Explain how organic products and packaging are protected from exposure to the above prohibited materials.



## ORGANIC SYSTEM PLAN – COFFEE ROASTERS

Section I. Quality Assurance and Recordkeeping	[NOS 205.103, 205.270, 205.272]
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**Tip!** USDA organic regulations require recordkeeping regarding the handling of organic products. Records must be adapted to the particular operation, must fully disclose all activities and transactions in sufficient detail to be readily understood and audited, must be maintained for five years, and must be sufficient to demonstrate compliance with Organic Standards.

1. Do you have standard operating procedures for organic processing? *If "Yes," attach a copy.*  Yes  No
2. Do you have a Quality Assurance program in place?  Yes  No
  - 2a. If "Yes," indicate what type of program.
 

ISO     HACCP     Total Quality Management     Other ( specify)
3. Does your company conduct product testing?  Yes  No
  - 3a. If "Yes," list the types of quality or residue testing conducted.
4. Are samples retained?  Yes  No
5. Do you have a recall system in place?  Yes  No
6. Does your company conduct internal audits?  Yes  No
7. Can your recordkeeping system track the finished product back to all incoming green coffee?  Yes  No
8. Can your recordkeeping system balance the value and volume of organic beans in and organic coffee sold?  Yes  No
9. Do you maintain organic records for at least 5 years?  Yes  No



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**Section J. Product Flow and Equipment List**

1. Attach a schematic product flow chart to illustrate the flow of products at your facility. This chart must:
  - ✓ Show the movement of organic products, from incoming/receiving through processing, packing, and storage to outgoing/shipping.
  - ✓ Indicate at what step ingredients and processing aids are added.
  - ✓ Identify all equipment related to organic.
  - ✓ Identify all storage areas associated with organic products, including incoming inventory, partially packed products, packaging material, and finished product. Identify non-organic products storage as well.
  
2. Please sketch the floor plan for your operation. Include the following:
  - ✓ Show the movement of all organic products, from incoming/receiving through production to outgoing/shipping.
  - ✓ Identify all storage areas associated with organic products, including incoming inventory, partially packed products, packaging material, and finished product. Identify non-organic products storage as well.
  - ✓ Identify all equipment in the equipment inventory by number.

**Tip!** A single document can serve as both the floor plan and product flow if it provides all of the information above. Additionally existing flowcharts developed for other quality or regulatory programs may be submitted in lieu of creating a new one if all necessary information is provided.

3. Please list all equipment that is used for processing and handling organic products.

Equipment Name	Location and Purpose	Shared with Nonorganic Processing or Handling	Is equipment cleaned? *	Is this equipment purged? *
<i>Peeler</i>	<i>Room 1, peeling</i>	<i>yes</i>	<i>yes</i>	<i>yes</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\* If Yes, provide details in the Cleaning and Sanitation Section of your Organic System Plan