



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:

Section C. Packing, Processing	[NOS 205.103, 205.270, 205.272]
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1. Indicate the production records maintained by your company.

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|--|---|---|
| <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?



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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
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.