



## ORGANIC SYSTEM PLAN – COFFEE ROASTING

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

BUSINESS NAME:	
CERTIFICATION NUMBER (RENEWING OPERATIONS ONLY):	COUNTY/STATE:
NAME OF INDIVIDUAL COMPLETING THIS FORM:	TITLE:

Thank you for your interest in organic certification. Provide as much detail as possible when completing certification paperwork. Your thoughtful and complete answers will reduce further requests for information, and therefore expedite the certification process.

***Tips and guidance are highlighted throughout our forms. If in doubt, contact our staff. We are here to assist.***

**Certification renewals must be postmarked by March 1. New coffee roasting applications are accepted all year.**

The National Organic Standards (NOS) require all operations seeking certification to develop an organic system plan that is agreed to by the certified operation and an accredited certifying agent. A certified operation must update this system plan on an annual basis in order to verify continued compliance.

***Your organic system plan must include the following:***

- ✓ A description of practices and procedures - including the frequency with which they will be performed,
- ✓ A list and detailed information regarding **each** substance to be used in organic handling,
- ✓ A description of the monitoring practices and frequency the practices will be performed,
- ✓ A description of the recordkeeping system that complies with the rule,
- ✓ A description of the practices in place to prevent commingling of organic and non-organic products,
- ✓ A description of the practices in place to prevent contamination of organic products with prohibited substances,
- ✓ Any additional information required by the certifying agent in order to evaluate compliance.

***This is "a plan" - You may change or update it throughout the year.***

**Changes must be approved by WSDA prior to implementation. Plan updates can be submitted by phone, fax, email or letter.**

**Section A. General Information** **[NOS 205.201, 205.401]**

1. Are you a new applicant for certification or are you renewing your existing certification?  
 **New** – Applying for a new certification.      **Certification Renewal** – Renewing an existing certification - *Due March 1.*
  
2. Provide a brief description of your business:
  
  
  
3. Does your business have a current WSDA food safety license?  Yes     No

***If "No," contact WSDA Food Safety Division at (360) 902-1876 to obtain an application packet. Failure to have state or county licenses in place may delay or prevent the issuance of your organic certification.***

***A copy of all applicable county, state, and/or federal food or agricultural permits must be available during your inspection.***



## ORGANIC SYSTEM PLAN – COFFEE ROASTING

4. Do you have a copy of the National Organic Standards?  Yes  No

*The WSDA Organic Rules and Regulations Book is available online at: <http://agr.wa.gov/foodanimal/organic>*

**New Applicants** **Renewing operations go to #8.**

5. Have you previously *applied* for organic certification with an organic certifier? If "No," go to Section B.  Yes  No  
 5a. If, "Yes," list the certification agency, the year the application was made, and the outcome of the application.

6. Have you ever been denied certification or had your certification suspended or revoked?  Yes  No  
 6a. If "Yes," describe the circumstances.

7. List *current* organic certification by other certification agencies:

*Applicants for certification must disclose previous certification decisions and the correction of noncompliances identified by other USDA accredited certification agencies.*

**Renewing Operations**

Describe the corrective action you took in response to any noncompliance notices or conditions for continued certification you received last year:

8. List *current* organic certification by other certification agencies:

**Section B. Company Overview - Chain of Custody**

1. Does your company own the organic coffee roasted at this facility?  Yes  No  Own some/Custom handle some  
 1a. If "Yes," at what point do you take ownership of the coffee beans?
2. Indicate your estimated annual production of roasted coffee? % Organic % Non-organic
3. Does your company handle the same product in both an organic and in a non-organic form?  Yes  No

If "Yes," identify which products are handled in both an organic and non-organic form in Section N of this form.

*Procedures must be in place to ensure no commingling of organic and non-organic forms of a product.  
 Documentation verifying adherence to procedures must be made available at each inspection.*



### ORGANIC SYSTEM PLAN – COFFEE ROASTING

4. Does your operation plan to custom process or custom label organic coffee for another company?  Yes  No

4a. If "Yes," complete the table below with the details about the company and products you plan to custom label or process for.

**Attach a separate sheet of paper if necessary.**

Company Name	Product Name(s) <i>exactly as appears on label</i>	Is the contracting company organically certified?	Certification agency listed on final organic label.

*If you are handling organic product for another company you must submit the product information prior to distribution.  
 If your contractor provides you with new or revised labels, those labels need to be approved as a part of your certification.  
 If you use a label that lists a certification agency other than Washington State Dept. of Agriculture, a copy of the Organic Certificate corresponding to the agency listed on the label must be submitted.*

5. Is your company responsible for sourcing organic green beans for the custom processed products?  Yes  No

5a. If "No," identify the responsible party or parties.

6. Indicate how you plan to market organic coffee. *Check all that apply.*

- Wholesale
- Retail
- Other (specify):
- Export:
  - Europe  Canada  Japan  Taiwan

*The export of organic products to another country may require additional certification or evaluations.  
 Contact our office for more information, or visit the International page on our website:  
<http://agr.wa.gov/foodanimal/organic>.*

**Section C. Receiving – Incoming Organic Products [NOS 205.103, 205.270, 205.272]**

1. How is organic coffee and/or green coffee beans received at your facility? *Check all that apply.*

- Burlap bags
- Bulk trailer
- Drums
- Bins
- Totes
- Other (specify)
- Wholesale boxes
- Retail packages

2. What receiving/shipping documents accompany incoming organic coffee? *Check all that apply.*

- Organic certificate
- Transaction certificate
- Bill of lading
- Clean truck/equipment affidavits
- Invoice
- Purchase order
- Certificates of analysis
- Contracts
- Other (specify):



### ORGANIC SYSTEM PLAN – COFFEE ROASTING

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.

**Section D. Cleaning, Sanitation** [NOS 205.103, 205.270, 205.272]

*The National Organic Standards require that handling practices and procedures present no contamination risk to organic products. Procedures used to clean equipment and ensure no contamination of organic and non-organic products on shared equipment must be documented.*

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

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

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	Clean Machine - sodium hypochlorite	Brushes, belts, scoops	yes	production log

**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.**



## ORGANIC SYSTEM PLAN – COFFEE ROASTING

### Section E. 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

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

7a. If "Yes," list:



### ORGANIC SYSTEM PLAN – COFFEE ROASTING

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.***

***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.***

#### Section F. Water

[NOS 205.605]

1. Is water used to quench beans in the roaster?  Yes  No

1a. If "No," go to Section G.

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.

#### Section G. Storage

[NOS 205.270, 205.272]

1. Does your company store organic coffee at this facility?  Yes  No

1a. If "No," move onto question #3.

2. 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.

***Include all storage areas on your processing flow chart – Section L.***

3. Does your company use off-site storage for organic coffee?  Yes  No

3a. If "Yes," list the name, address, and phone number of each company that manages offsite storage locations.



## ORGANIC SYSTEM PLAN – COFFEE ROASTING

<b>Section H. Packaging, Storage Containers, and Shipping Containers</b>	<b>[NOS 205.270, 205.272]</b>
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*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

<b>Section I. Shipping – Outgoing Organic Products</b>	<b>[NOS 205.103, 205.270, 205.272]</b>
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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 Section J.**  Yes  No
  - 4b. 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



## ORGANIC SYSTEM PLAN – COFFEE ROASTING

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):               |   |

### Section J. Pest Management

[NOS 205.271]

**National Organic Standards 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):         |   |

**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.**

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.



## ORGANIC SYSTEM PLAN – COFFEE ROASTING

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

**Section K. Quality Assurance and Recordkeeping** **[NOS 205.103, 205.270, 205.272]**

*National Organic Standards 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? <i>If "Yes," attach a copy.</i>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Do you have a Quality Assurance program in place?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2a. If "Yes," indicate what type of program.  |                              |                             |
| <input type="checkbox"/> ISO <input type="checkbox"/> HACCP <input type="checkbox"/> Total Quality Management <input type="checkbox"/> Other ( specify) |                              |                             |
| 3. Does your company conduct product testing?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3a. If "Yes," list the types of quality or residue testing conducted.   |                              |                             |
| 4. Are samples retained?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Do you have a recall system in place?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Does your company conduct internal audits?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Can your recordkeeping system track the finished product back to all incoming green coffee?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Can your recordkeeping system balance the value and volume of organic beans in and organic coffee sold?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Do you maintain organic records for at least 5 years?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Section L. Product Flow**

***Attach a schematic product flow chart to illustrate the flow of coffee at your facility. This chart must:***

- ✓ Show the movement of organic coffee, from incoming/receiving through roasting, packing, and storage to outgoing/shipping.
- ✓ Identify all equipment including the roaster, grinder, destoner, weigh and fill, etc.
- ✓ Identify all storage areas associated with organic coffee, including incoming green beans, roasted coffee, packaging material, and finished product. Identify non-organic coffee storage as well.



## ORGANIC SYSTEM PLAN – COFFEE ROASTING

### Section M. Supplier Summary

*Provide details about your current suppliers of organic coffee in the table below.*

- If you prefer, you can submit your list in other formats (e.g., Excel, Word, etc.).
- If you do not have your suppliers sourced for this coming season, provide as much information as possible and have an updated and current copy of this list at your annual inspection.
- You must verify that all coffee is sourced from a compliant supplier and have a copy of the current organic certificate available for inspection – regardless of the responsible party for sourcing the beans.

***Tips for Verifying Organic Supplier Compliance:***

All organic products sold in the United States must have accompanying documentation that verifies the product was certified by a USDA accredited agency, AND verifies that the product in question was certified according to USDA National Organic Standards, OR have documentation that verifies the product was certified by a recognized government, or covered under an equivalency agreement.

- For a current list of accredited agencies go to the Certifier page on the National Organic Program website.
- For a current list of recognized governments or equivalency agreements go to the International Issues page on the National Organic Program website.

Supplier Name	Organic Ingredients and/or Products	Certification Agency	Do you have the current organic certificate on file?
1.			
2.			
3.			
4.			
5.			
6.			

1. How do you verify the organic coffee you receive was organically produced *and* is organically certified according to the National Organic Standards?

- Organic certification documents issued in the last 12 months are obtained from the supplier.
- Shipment specific transaction certificates are received with every lot of organic coffee.
- Other (specify):

2. How often are organic certificates updated?

- Upon receipt of organic ingredients or products     Monthly     Yearly     Other (specify):

***Organic certification documents must:***

1. Be issued by a USDA accredited agency,
2. Reference the National Organic Standards,
3. List the organic product.
4. Be available during each inspection.





## ORGANIC SYSTEM PLAN – COFFEE ROASTING

### Section N. Product Summary

Provide details about products you wish to have certified for the upcoming year, identify new products you want added to your certification, and note any discontinued products that should be removed from your certification.

Organic Product  <i>Include products owned by your company as well as contracted or private label products that are custom processed, or labeled by your company.</i>  <i>Attach catalogs used to market organic products.</i>	Indicate all that apply with a ✓ <i>New Applicants – all products are considered “new”.</i>			
	Active Product	New Product*	Discontinued Product	Also produced in a Non-organic form
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Has all documentation to evaluate the new products been submitted to our office?  Yes  No

Would you like our office to send you a new product packet?  Yes  No

If “Yes,” how would you like to receive the packet?  US Mail  Email *Forms are also available online.* office use

***To add a new coffee product to your certification, or request the approval of a revised product, submit a product formulation, label, and organic certificates for all organic coffee beans.***

Refer to Form AGR 2705, How to Obtain Certification for a New Coffee Product, for more detail.

Certified operations are welcome to submit new products for review to our office at any point throughout the year. Operations that submit products for evaluation outside of the annual renewal cycle, submit more than 5 new product formulations, or submit incomplete information will be charged an additional fee of \$40 per hour with a minimum charge of one hour.

***The National Organic Standards require a System Plan Update at least once a year. Please keep a copy of this plan.***

**Certification renewals must be postmarked by March 1. New coffee roasting applications are accepted all year.**