



ORGANIC SYSTEM PLAN UPDATE – COFFEE ROASTERS

Tip! The USDA organic standards require operations seeking certification to develop an Organic System Plan detailing how organic products are processed and handled. This plan is an agreement between the operation and a certifying agent on how organic products will be handled. Each winter a WSDA certified processor must renew their certification. The annual renewal is accomplished in part by submitting any changes, amendments, additions or deletions to the information you have previously submitted to our office.

1. Review your current Organic System Plan.

Locate your copies of the Organic System Plan and all updates you have sent to the WSDA in order to answer the below questions. If uncertain about what practices and procedures you've already notified us about, contact our office for assistance or complete a full **Coffee Roasters Organic System Plan** again. This update is only accurate if you are sure which practices are already described in your plan.

2. Provide details about changes to your practices.

If you indicate "**Yes changes**" have occurred compared to the information on file with WSDA, you are responsible for submitting the updated sections and/or forms to our office.

- Download electronically fillable versions of the Organic System Plan Sections on our website at: <http://agr.wa.gov/FoodAnimal/Organic/OrganicSystemPlans.aspx#sections>
- Download the New Product Forms on our website at: <http://agr.wa.gov/FoodAnimal/Organic/FoodProcessors.aspx#NewProduct>
- Or contact our staff at 360-902-1805, organic@agr.wa.gov to request hardcopies of an applicable section or form.

3. Confirm areas of your production that have not changed.

If you indicate "**No changes**" for all Organic System Plan sections below, WSDA Organic Program will assume that no changes have or will occur to your practices and the information on file with WSDA remains accurate. If your Organic System Plan is found inaccurate at the time of inspection, a Notice of Noncompliance may be issued.

Tip! The Organic System Plan form is built to be a dynamic and living document. At any point throughout the year you may update information and practices that have changed compared to what is on file with WSDA. The most recent information you submit will supersede previous submissions. Major changes must be approved by WSDA prior to implementation to avoid compliance action.



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

Section A. Receiving – Incoming Organic Products (AGR 2706)

Are there any changes to how products are received or how incoming products and ingredients are recorded, stored, or protected from contamination or commingling with non-certified products? = Yes changes **Attach New Section**

Tip! Records that trace back to the receipt of products and ingredients must be maintained for all incoming organic products and ingredients. = No changes

Section B. Cleaning, Sanitation (AGR 2706)

Are there any changes to the products or procedures used to clean and sanitize equipment? = Yes changes **Attach New Section**

Tip! Your Organic System Plan must disclose all equipment cleaning materials and must outline your procedures to prevent cleaning materials from contaminating organic products. Review your equipment cleaning and sanitization materials thoroughly to be sure the information on file with our office is accurate. = No changes

Section C. Packing, Processing (AGR 2706)

Are there any changes to the procedures or equipment used for packing or processing organic products? Are there any changes to the storage of packed or processed products? = Yes changes **Attach New Section**

Tip! You must prevent the commingling of organic and nonorganic products. All processing and packing records must be available for inspection. = No changes

Section D. Water (AGR 2706)

Are there any changes to the use of water used with organic products? = Yes changes **Attach New Section**

Tip! Your Organic System Plan must disclose all uses of water and steam, including but not limited to water used to transport organic products or procedures for preventing contamination from boiler water additives. = No changes



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Section E. Storage (AGR 2706)

Are there any changes to how organic products or ingredient are stored at your facility?

= Yes changes
Attach New Section

Tip! Your organic system plan must demonstrate how products will be protected from commingling and contamination during storage, this may include designated areas and adequate labeling.

= No changes

Section F. Packaging, Storage Containers, and Shipping Containers

Are there any changes to the packaging, storage containers, or shipping containers used with organic products?

= Yes changes
Attach New Section

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.

= No changes

Section G. Shipping – Outgoing Organic Products (AGR 2706)

Are there any changes to how products leave your facility or the procedures for shipping organic products?

= Yes changes
Attach New Section

Tip! Records that trace back to processing and packing must be maintained for all outgoing organic products.

= No changes

Section H. Pest Management (AGR 2706)

Are there any changes to your pest management practices, including preventative or mechanical controls, or pest materials used at your facility?

= Yes changes
Attach New Section

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.

= No changes

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.**

Section I. Quality Assurance and Recordkeeping (AGR 2706)

Are there any changes to the quality assurance program and/or recordkeeping practices?

= Yes changes
Attach New Section

Tip! USDA organic regulations require a complete recordkeeping system regarding the handling of organic products. Records must be adapted to your 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.

= No changes



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Section J. Product Flow and Equipment List (AGR 2706)

Are there any changes to the flow of products or equipment used at your facility for handling and processing organic products?

= Yes changes
Attach New Section

Tip! Your product flow chart and equipment list 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 and noncertified products, including incoming inventory, partially packed products, packaging material, and finished product.

= No changes

Product Formulations (AGR 2178)

Are there any changes to the formulations or recipes for your certified organic products?

= Yes changes
Attach New Formulation

Tip! To add a new product to your certification, or request the approval of a revised product, submit a product formulation, label, organic certificates for all organic ingredients, and information regarding any non-organic ingredient and/or processing aid. Refer to Form AGR 2301, How to Obtain Certification for a New Processed Product, for more detail.

= No changes

Product Labels

Are there any changes to your product labels?

= Yes changes
Attach revised labels

Tip! Remember to attach draft copies of any new or revised labels. Labels must be approved prior to use in the marketplace.

= No changes

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