Use this form to help prepare for your upcoming organic inspection. It is also a good idea to review your Organic System Plan to ensure any updates that may be needed are ready for the inspector! This form is not a substitute for reading and understanding the NOP standards for crop production.

|  |  |  |  |
| --- | --- | --- | --- |
| Farm name: |       | Inspection Date: |       |

|  |  |
| --- | --- |
| Checklist Items: | Notes: |
| Do you have a copy of your application, OSP, facility maps, process flow, and all submitted documentation? (Must be available at inspection) | [ ]  Yes[ ]  No[ ]  N/A |       |
| Have your reviewed submitted information for completeness and accuracy?  | [ ]  Yes[ ]  No[ ]  N/A |       |
| Post-Harvest Handling: are you prepared to provide a description of handling from harvest through disposition to purchaser? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Are you prepared to demonstrate compliance with applicable food safety regulations (current county health permit, FDA inspection, etc., as applicable)? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Do you have a current copy of the NOP Rules and Regulations (Title 7 Part 205)? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Do you have purchase records for all ingredients not produced on-site? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Do you have an updated copy of the organic certificate for all organic ingredients? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Do you have production records? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Do you have Organic Product Profiles (OPPs) for all products labeled as “100% Organic,” “Organic,” or “Made with Organic…”? [Does not apply for single ingredient products handled at the farm level.]  | [ ]  Yes[ ]  No[ ]  N/A |       |
| Do you have a copy of all labels being used or planned? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Do you have records of organic sales for the previous year? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Checklist Items: |  | Notes: |
| Do you have equipment cleaning records for equipment used on both conventional and organic products? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Do you have MSDS and/or labels for all cleaning substances | [ ]  Yes[ ]  No[ ]  N/A |       |
| If steam comes in contact with organic products, do you have MSDS and/or labels for all boiler additives? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Do you have records to show how equipment is purged and/or cleaned between conventional and organic production? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Are you prepared to describe, show evidence of, and make available applicable records of pest management practices? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Are SOP’s, SSOP’s, HACCP plans, and other applicable organic integrity documents ready and available for inspection? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Are you prepared to provide access to associated records, buildings, land, equipment in order to demonstrate compliance with NOP requirements? | [ ]  Yes[ ]  No[ ]  N/A |       |
| Have you read the applicable sections of the NOP requirements? | [ ]  Yes[ ]  No[ ]  N/A |       |

If you have any questions about the checklist items, please contact the ISDA Organic Certification Program at (208) 332-8680 or email us at organics@isda.idaho.gov