

BC Certified Organic Program Kootenay Organic Growers Society

Independent Storage Information Sheet →Confidential when completed←

This form is to be completed by facilities that provide storage services for BC Certified Organic products and:

1. Do not open finished packages and containers;
2. Do not mix organic and non-organic products;
3. Do not alter the original lot codes of the products and;
4. Ensure that no contamination occurs from exposure to pest management or cleaning materials.

1. Name of owner of organic product:	2. Name of storage facility:	3. Date: yyyy/mm/dd	
4. Mailing address of facility:		5. Location address:	
6. Contact person at facility:		7. Telephone (contact person):	
8. Email (contact person):		9. Fax (contact person):	
10. List the products that will be stored at this facility:			
11. For what time periods will organic products be stored at this facility:			
12. List all cleaning and pest management materials used. Product data sheets or labels need not be submitted, but must be available for review upon request. Samples of cleaning and pest management records may be attached for reference:			
Generic Material	Brand or Trade Name	Where Used	Frequency

13. Describe your audit control system. How do you track product through your facility? Your audit trail must show a clear connection between documents; from those used to record incoming product, to those used to record product leaving the facility. If coding systems are used, please indicate the documents on which those codes occur. Attach sample documents if necessary:

14. The undersigned hereby affirms that facility personnel will manage the products listed above in a manner consistent with BC Certified Organic Handling Standards. I have read and fully understand the BC Certified Organic Management Standards for handling of organic products.

Print name:
(responsible person at facility indicated in question #2)

Title:

Signature:

Date: