



Organic Food Federation

Storage, Warehouse & Transport Standard

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SECTION 1

HOW TO USE THIS STANDARD AND OTHER GUIDANCE

1.1 Use of sections

- 1.1.1 This Standard has been written in sections to enable you to easily reference the parts required.
- 1.1.2 Sections 1 – 3 are applicable to all operators.
- 1.1.3 Section 4 is specific to your individual operation and is a general section of requirements. These points must be followed for all operations you undertake.
- 1.1.4 Section 5 onwards gives a breakdown of detailed points relating to your operation, some of which might not be applicable.
- 1.1.5 At the end of this Standard is the glossary that should explain any terms which need clarification.
- 1.1.6 This Standard will be amended from time to time and you must ensure that changes effecting your operation are implemented.

1.2 Specific terms used

- 1.2.1 This Standard has been laid out for ease of use.
- 1.2.2 Where the term “must” is used this point is a mandatory requirement to meet this Standard and must be followed by you.
- 1.2.3 Where the term “should” is used it is recommended that you fully comply with it to help ensure organic integrity, codes of conduct or good practice.
- 1.2.4 The term “may” in most cases means you must obtain prior permission, in writing, from us to carry out this specific operation or practice. This is usually in the form of a derogation.

1.3 Our website

- 1.3.1 www.orgfoodfed.com
- 1.3.2 Our website is easy to use and has lots of useful information on it.
- 1.3.3 Contact details, standards, forms and links.

SECTION 2

INTRODUCTION

2.1 Introduction

- 2.1.1 The Organic Food Federation has been overseeing organic standards since 1986 and is registered with Department for Agriculture, Food and Rural Affairs (Defra) under the EU code of Organic Certification UK4.

These are our Standards. Please take time to familiarise yourself with the various sections which cover production, processing, importing, warehousing, non foods and aquaculture. They relate to the certification standard operated by the Federation for the purpose of determining conformity.

2.2 Organic principles

- 2.2.1 Organic production is an overall system of farm management and food production that combines best environmental practices, a high level of biodiversity, the preservation of natural resources, the application of high animal welfare standards and a production method in line with the preference of certain consumers for products produced using natural substances and processes.

2.3 Free movement

- 2.3.1 We believe in the principle of free movement for organically produced products. This means if a product is produced in accordance to this Standard under EC 834/2007 and 889/2008 we accept it as being equivalent to our Standard. This allows free movement within the UK and the European Union without the need to impose further restrictions or higher requirements.
- 2.3.2 Products brought in from outside the EU require pre authorisation and approval from Defra. Once approval has been granted and we have included them in your certificate they can be freely traded throughout the EU without the need for any further inspections or additional requirements placed upon you.

SECTION 3

GENERAL STANDARDS

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- 3.1 Aims and scope**
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- 3.1.1 This Standard provides the basis for the sustainable development of organic production while ensuring the effective functioning of the internal market, guaranteeing fair competition, consumer confidence and protecting consumer interests.
- 3.1.2 It establishes common objectives and principles to underpin the rules set out in this Standard concerning:
- i. All stages of production, preparation and distribution of organic products and their control;
 - ii. The use of indications referring to organic production in labelling and advertising.
- 3.1.3 This Standard shall apply to the following products originating from agriculture, including aquaculture, where such products are placed on the market or are intended to be placed on the market:
- i. Live or unprocessed agricultural products;
 - ii. Processed agricultural products for use as food or food ingredients;
 - iii. Feed;
 - iv. Vegetative propagating material and seeds for cultivation.
- 3.1.4 The products of hunting and fishing of wild animals shall not be considered as organic production.
- 3.1.5 This Standard shall also apply to yeasts used as food or feed.
- 3.1.6 This Standard ensures fair competition and a proper functioning of the internal market in organic products, and of maintaining and justifying consumer confidence in products labelled as organic. It should further aim at providing conditions under which the organic sector can progress in line with production and market developments.
- 3.1.7 This Standard provides rules with regard to plant, livestock, and aquaculture production, including rules for the collection of wild plants and seaweeds, rules on conversion, as well as rules on the production of processed food, including wine, feed and organic yeast.
- 3.1.8 Organic farming should primarily rely on renewable resources within locally organised agricultural systems in order to minimise the use of non renewable resources, wastes and by products of plant and animal origin should be recycled to return nutrients to the land.
- 3.1.9 Organic stock farming should respect high animal welfare standards and meet animals' species specific behavioural needs while animal health management should be based on disease prevention. In this respect, particular attention must be paid to housing conditions, husbandry practices and stocking densities. Moreover, the choice of breeds should take account of their capacity to adapt to local conditions.
- 3.1.10 Organic processed products must be produced by the use of processing methods which guarantee that the organic integrity and vital qualities of the product are maintained through all stages of the production chain.

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- 3.1.11 For the sake of consumer protection and fair competition, the terms used to indicate organic products are protected from being used on non organic products throughout the Community and independently of the language used. The protection should also apply to the usual derivatives or diminutives of those terms, whether they are used alone or combined. The term organic must only be used on produce and products that have been certified as such by an approved organic certification body.

3.2 Requirements

- 3.2.1 You must comply with this Standard and keep an up to date copy on site at all times.
- 3.2.2 If you are planning to produce, prepare, store, import or market organic products you must notify us of your activity and submit your plans.
- 3.2.3 You must document and keep up to date operating procedures in accordance with the requirements of this Standard.
- 3.2.4 You must make available to us copies of all or any part of the documented system should we or Defra require them.
- 3.2.5 You must draw up and maintain:
- i. A full description of your unit / premises;
 - ii. A full description of the operational activities at the above unit / premises;
 - iii. Precautionary measures to be taken in order to reduce the risk of contamination by non organic products or substances.
- 3.2.7 If you no longer require organic certification you must inform us in writing with a minimum of three months' notice.
- 3.2.8 You must not deliver or knowingly permit the delivery or sale of non organic products as organic products.
- 3.2.9 You must not conduct operations in a manner that may have an adverse effect on the integrity and reputation of organics.
- 3.2.10 You must inform us of any current court orders or pending prosecutions against you or your operations that have a bearing on your organic activities.
- 3.2.11 In the event that you are prosecuted and it leads to a conviction, we reserve the right to reconsider our certification decision.

3.3 Confidentiality

- 3.3.1 During the course of your inspection and certification process we require you to supply us with information which might be of a confidential nature.
- 3.3.2 We treat all information given to us as confidential and it will not be disclosed to third parties unless it is in the public domain.
- 3.3.3 We are however obliged by law to pass information to authorised government bodies, local authorities and other certification bodies.

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3.4 Inspection

- 3.4.1 Our inspectors are all approved by Defra and are experienced in your type of operation. We will carry out an annual physical inspection.
- 3.4.2 The inspections we carry out fall into four categories:
- i. Assessment is the initial approval inspection carried out by us;
 - ii. Surveillance is your annual inspection;
 - iii. Interim inspections are carried out for the following reasons:
 - You wish to move or change your premises;
 - You wish to add a new operation to your certificate;
 - You make a major change in your operation.
 - iv. Spot inspections are carried out if:
 - We receive a complaint in writing regarding you;
 - If we have to make sure of corrective action for a serious non compliance.
- 3.4.3 You must give our representatives access during normal working hours to your holding and premises, with or without prior notice, for the purpose of carrying out surveillance inspections or collection of samples of production operations, which are subject to this Standard

3.5 Certificates of conformity

- 3.5.1 When you satisfy our requirements to this Standard you will receive a certificate.
- 3.5.2 Your certificate will remain our property and you may be requested to return it in extreme circumstances.
- 3.5.3 Initially certificates are valid for 12 calendar months:
- i. For producers from date of application;
 - ii. For all other operations from date of inspection.
- 3.5.4 Certificates are renewable annually subject to satisfactory inspection and will run concurrently from the date of the previous certificate.
- 3.5.5 We reserve the right to shorten the period of certificates issued.
- 3.5.6 We are responsible for authorising or withholding certificates. Our certification panel is responsible for adjudicating on matters of interpretation and in cases where operators appeal against judgements made by us.
- 3.5.7 Our certification panel / officers are independent of our members and management committee when making decisions regarding certification.
- 3.5.8 You must not make alterations to the system of production, formulation (recipe), processing or manufacture under which the certificate is issued during the period of its validity unless agreed by us in writing.

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- 3.5.9 If you fail to comply with these Standards, we will, as appropriate:
- i. Withdraw the certificate or reduce its scope;
 - ii. Refuse to grant or renew the certificate or extend its scope;
 - iii. Communicate such decisions and the grounds for them to you and Defra.
- 3.5.10 If your business threatens to bring the Federation into disrepute we may withdraw or refuse to grant or renew your certificate. Such a decision and the grounds for it will be communicated to you in writing. We are required to inform Defra in these instances.
- 3.5.11 Extension certificates are only issued up to one month after the date of inspection.
- 3.5.12 The word organic can only be used in respect of the production and supply of products that are listed on the certificate or schedule.
- 3.5.13 You must not amend, alter or tamper with the certificate of conformity in any way. Doing so will invalidate the certificate.
- 3.5.14 If you make a copy of your certificate this must be stamped or marked "copy" or "duplicate".

3.6 Reports

- 3.6.1 After inspection we will issue a report stating compliance or non compliance to these Standards.
- 3.6.2 A notice will be raised for any non compliances identified at the inspection and a timescale agreed to complete the necessary corrective actions. This notice must be countersigned by you at the time of inspection.

3.7 Testing

- 3.7.1 Where organic integrity, production techniques or unauthorised products are suspected we will request the operator to take samples and / or our representative to obtain any such samples as deemed necessary.
- 3.7.2 You must inform us of any positive results on tests of analysis for GM or pesticide residuals that you have received.
- 3.7.3 You will have to pay any costs relating to the samples and analysis taken.
- 3.7.4 In cases where you have taken samples for testing we require copies of the results.

3.8 Fees

- 3.8.1 You will be charged a fee for inspection and certification which must be paid within 30 days of the date of our invoice.
- 3.8.2 Your certificate will not be issued until all fees have been paid.
- 3.8.3 A cancellation fee will be charged for postponing a pre arranged audit if you give less than four working days notice.
- 3.8.4 A fee will be charged for any modifications to the certificate, including additions of recipes or land.

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- 3.8.5 Extension certificates that are required due to an audit being delayed at your request will not be issued beyond one month from the original audit date without incurring a fee.

3.9 Exchange of information

- 3.9.1 Information may be exchanged to guarantee that operations are carried out in accordance with this Standard.
- 3.9.2 Information may be passed to the European Commission, Defra, other government departments and certification bodies.
- 3.9.3 No information will be given to anyone outside of this group without written permission from yourself.
- 3.9.4 If you decide to leave us we will transfer information that we hold on your operation to another certification body upon request in writing from yourself.
- 3.9.5 We are required to inform Defra of:
- i. Withdrawals from certification;
 - ii. Deletions;
 - iii. Manifest or critical infringements.

3.10 Infringements / non compliances

- 3.10.1 A non compliance is any point which is at variance to our Standards.
- 3.10.2 Non compliances fall into five categories:
- i. **Observation:** something noticed at inspection that may affect legality or food safety, and therefore requires attention;
 - ii. **Minor:** does not directly compromise the integrity of the product but needs correcting;
 - iii. **Major:** may compromise the integrity of the product if not corrected, or may result from not correcting a previous minor non compliance. A number of major non compliances may lead to suspension of certification for the products or enterprises affected where there are concerns over integrity of the product or system;
 - iv. **Critical:** directly affects the integrity of the product or may result from not correcting a previous major non compliance. A critical non compliance will normally result in us suspending certification for the products or enterprises affected or the whole certificate;
 - v. **Manifest infringement:** one in which organic integrity has been irrevocably lost as a result of fraud or failure to act to prevent the loss of integrity. It may also result from not correcting a previous critical non compliance. This will most likely result in termination of your certification and Defra being informed.
- 3.10.3 Acceptable evidence for correction of non compliances:
- i. Copies of records;
 - ii. Written confirmation of changes;
 - iii. Photographic evidence;

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- iv. Additional inspection (spot inspection);
 - v. Third party audit report (if this is relevant).
- 3.10.4 When non compliances are discovered (either during inspection or as a result of a complaint etc) a non compliance notice will be served on the spot by the inspector or by us whichever is appropriate.
- 3.10.5 This notice will be served regardless of the non compliance being due to ignorance of this Standard. The date of discovery, location and nature of the non compliance, products affected, quantities involved (if possible) and the corrective action required will be recorded on the non compliance.
- 3.10.6 You will be asked to agree a time scale for correction of the non compliance, then asked to sign and retain a copy of the notice. It is expected that all non compliances are resolved in a maximum of 28 days. Failure to do so could lead to your certification being suspended or terminated.
- 3.10.7 The operator must take immediate steps to prevent any further sales of non conforming stock (if necessary by recalling stock in trade and holding stock in hand) and to correct the non compliance.
- 3.10.8 Non compliances must be corrected before certification can be granted or renewed. When non compliances do not affect the organic integrity of a product, we may at our discretion issue a certificate before the non compliance has been cleared. This may be for a limited period until you have provided satisfactory evidence that the non compliance concerned has been corrected and steps have been taken to prevent recurrences.
- 3.10.9 Certification might be suspended until appropriate corrective action has taken place.
- 3.10.10 Our certification system allows for us to suspend or delete you if no responses have been received to our letters or if there has been a critical, manifest infringement or relevant prosecution against you. If this happens you must inform all of your customers that your certificate has been suspended.
- 3.10.11 If you have been suspended, terminated or withdrawn it is illegal to sell or trade in organic products.

3.11 Genetically modified organisms (GMOs)

- 3.11.1 Genetically modified organisms (GMOs) and products produced from or by GMOs are incompatible with the concept of organic production and consumers' perception of organic products. They should therefore not be used in organic farming or in the processing of organic products.
- 3.11.2 GMOs and products produced from or by GMOs shall not be used as food, feed, processing aids, plant protection products, fertilisers, soil conditioners, seeds, vegetative propagating material, micro-organisms and animals in organic production .
- 3.11.3 The use of GMOs is prohibited. It is not be possible to label a product as organic where it has to be labelled as containing GMOs, consisting of GMOs or produced from GMOs.
- 3.11.4 In the case of products to which the GMO labelling rules apply, proof of compliance is the declaration on the labelling of inputs that they do not contain GMOs.
- 3.11.5 For products to which the GMO labelling rules do not apply vendor declarations that the product has not been produced by or from GMOs are required from all of your suppliers. Visit our website www.orgfoodfed.com for a model of a GMO statement.
- 3.11.6 For a guide to products that are subject to GMO labelling see:
http://www.food.gov.uk/gmfoods/gm/gm_labelling

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- 3.11.7 Where it is not specifically mentioned or is in question a statement of non GMO inclusion must be obtained for all products purchased from your suppliers.
- 3.11.8 Organic production must not take place for at least five years on land which has been planted with genetically modified crops.
- 3.11.9 You must not grow any GM crops on your holding.

3.12 Training

- 3.12.1 To help maintain organic integrity it is necessary to ensure that all staff involved with producing and processing have:
- i. A basic training in the task that they are performing;
 - ii. Have been made aware of the Standards relating to the task;
 - iii. Understand how their tasks relate to organic integrity and separation and the need to maintain them.
- 3.12.2 This training must be documented for all personnel involved in organics.

3.13 Product approval

- 3.13.1 All products and recipes must be approved by us and placed on your certificate and trading schedule before manufacture. For details on the requirements and permitted additives please see the relevant sections in this Standard.
- 3.13.2 All livestock and crops must be inspected, approved and placed on your certificate and trading schedule by us before sale.

3.14 Other statutory requirements

- 3.14.1 You must comply with all relevant legislation that applies to your unit and operation over and above these Standards. Examples can include:
- i. Health and safety legislation
 - ii. Environmental;
 - iii. Control of Substances Hazardous to Health (COSHH);
 - iv. Employment law;
 - v. Labelling;
 - vi. HACCP.

3.15 Use of our logo and the EU logo

- 3.15.1 Our logo is a mark of recognition showing compliance to our Standards. It is accepted throughout the UK and EU.
- 3.15.2 As of 31 July 2010 it will be mandatory for all products over 95% organic content to be labelled with the EU logo.

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- 3.15.3 When you have successfully completed the certification process you will be eligible to use our logo on your products, advertising material, company stationery, promotional literature and your website subject to our approval in addition to the mandatory EU required logo.
- 3.15.4 If your product is approved for use in organic systems by us you are eligible to use our approved product logo.
- 3.15.5 We will send our logos to you on request.
- 3.15.6 Copy of label artwork and proofs must be submitted to us for approval before printing and use.
- 3.15.7 On withdrawal of your certificate you must immediately discontinue using our logo and all related advertising material. Any reference to organic accreditation by us must be removed from all documents in your possession.
- 3.15.8 If you are temporarily unable to comply with this Standard we may require you to discontinue using our logo or any claim of compliance to our Standard with immediate effect until the matter is resolved.
- 3.15.9 Our logo can only be used in relation to products listed on your valid certificate or schedule.
- 3.15.10 You must submit for our approval any promotional or advertising material and if required to do so stop using any claims, statements or logos that are unacceptable or considered misleading by us.
- 3.15.11 You can only use our logo on products you have manufactured, including animal feeds, if the content is 95% organic or over.

3.16 Labelling

- 3.16.1 Your products produced to this Standard may be labelled as organic.
- 3.16.2 Organic products must be clearly labelled at all times, accurately describe the product and must not be misleading.
- 3.16.3 Labelling must comply with all relevant UK legislation.
- 3.16.4 You can only describe products as organic and market them as organic products if the composition of the product is 95% organic or over.
- 3.16.5 You must ensure that your organic products are labelled stating:
- i. Your name and address and, where different, the owner or seller of the product;
 - ii. The name of the product or a description of the compound feeding stuff accompanied by a reference to the organic production method;
 - iii. Our name and / or the code number;
 - iv. Where relevant the product should be labelled with an identification mark to enable traceability of the product to its manufacturer eg batch code, or use by / best before date.
- 3.16.6 If less than 95% of the content of agricultural ingredients has been produced organically the term organic can only be used to refer to the ingredients which have been organically produced in the list of ingredients on the product label. The ingredients list must also carry a declaration of the proportion of the content of organic agricultural ingredients.

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- 3.16.7 For animal feed products can be labelled organic as long as at least 95% of the dry matter content is comprised of organic ingredients.
- 3.16.8 Your labels for animal feeds should be:
- i. Printed with the same colour, format and character font so as not to draw more attention to the organic reference than to the description or name of the feed;
 - ii. Accompanied, in the same field of vision, by an indication by weight of dry matter referring:
 - a) To the percentage of feed material from the organic production method;
 - b) To the percentage of feed material from products in conversion to organic farming;
 - c) To the percentage of feed material not organic or in conversion;
 - d) To the total percentage of animal feed of agricultural origin;
 - iii. Accompanied by a list of names of feed materials from the organic production method;
 - iv. Accompanied by a list of names of feed materials from products in conversion to organic production.
- 3.16.9 Where feed is comprised of in conversion and / or non organic ingredients as well as organic ingredients you may sell it with the designation “may be used in organic production in accordance with Regulations (EC) 834/2007 and (EC) 889/2008”, provided that it complies with this Standard.
- 3.16.10 Organic feed labelling must show the respective total percentages in the product of feed materials which are organic, in conversion and from non-organic production as well as the total percentage of the feed comprised of agricultural ingredients. The labelling must also list the ingredients which are organic and those which are in conversion products.
- 3.16.11 You may label products with the designation “product under conversion to organic farming”, provided that:
- i. When it was harvested the land on which it was grown had completed at least twelve months of its conversion period;
 - ii. The designation must not be more prominently displayed than any other indications the product is required to carry;
 - iii. It is comprised only of one crop ingredient;
 - iv. It bears our code number.
- 3.16.12 Labels must be clear, concise and comply with all relevant UK legislation.
- 3.16.13 You must use the reference Organic Certification UK4 on all labels for products certified by us. This includes dispatch, transport and delivery documents.
- 3.16.14 If you import from the EU without breaking bulk you may use our logo but you cannot use Organic Certification UK4. Your labels must include the code of the certifier who licenses the last process within the EU, for example EcoCert, Naturland, etc.
- 3.16.15 If you import and break bulk or carry out a further processing operation then the wording Organic Certification UK4 must be used. You may also use our logo.

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3.17 Complaints

- 3.17.1 We will inform you of any complaints in writing which concern your operations.
- 3.17.2 You are required to investigate and respond to us on any complaints that we receive.
- 3.17.3 You must have a procedure on how you handle complaints made against your business or products. You must also keep records of any complaints you receive and actions you have taken to resolve them.

3.18 Appeals

- 3.18.1 From the date of a certification decision you have 14 clear days to appeal.
- 3.18.2 You must notify us in writing of your decision to appeal stating your grounds.
- 3.18.3 Once we receive your appeal request we will send you a copy of the appropriate procedure which shows how we will process your appeal.

3.19 Sales, purchases and record keeping

- 3.19.1 You must keep records relating to all products, chemicals, additives, seeds, livestock and raw materials that you sell or purchase.
- 3.19.2 When selling products you must ensure all documentation that you supply with the product clearly states that the products are either organic or in certain cases in conversion. These products must also be listed on your current certificate of conformity and trading schedule issued by us.
- 3.19.3 When purchasing products you must ensure not only the documentation supplied (delivery note) is marked organic but that it is also accompanied by a valid certificate of conformity and trading schedule issued by an EU recognised certification body.
- 3.19.4 On receipt of organic product you must check that the items are fully packaged and that the packaging is sealed and intact so as not to risk contamination with non organic products.
- 3.19.5 Imported products from outside the EU must be pre approved by Defra import procedures and a copy of the Defra authorisations must be kept by you and forwarded to us.
- 3.19.6 Records of quantities sold and purchased must be kept and made available at your annual audit as part of your reconciliation.

3.20 Transport

- 3.20.1 Where simultaneous collection of organic and non organic products takes place you must ensure appropriate measures are taken to prevent any possible mixture or exchange with non organic products and to ensure the identification of the organic products. You must also keep information relating to collection days, hours, circuit and date and time of receipt.
- 3.20.2 You must ensure that organic products are transported to other units, including wholesalers and retailers, only in appropriate packaging, containers or vehicles closed in such a manner that substitution of the content cannot be achieved without manipulation or damage of the seal.

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3.20.3 The closing of packaging, containers or vehicles is not required where:

- i. Transportation is direct between two certified organic operators;

You must ensure that documentation accompanying the delivery meets the requirements of labelling.

3.20.4 You must keep records on any transport operations, goods received or sent, and make sure they are available at our inspection.

3.20.5 You must ensure during transport that organically produced feed, in conversion feed, and non organic feed are effectively physically separated.

3.20.6 You must ensure that transport used for movement of products is clean, pest free and in suitable condition for its use especially where non organic products have been transported previously. This transport must be cleaned between loads, checked and records kept.

3.20.7 You must ensure organic products are separated physically or in time from non organic products during transportation.

3.20.8 You should ensure vehicles used to transport chilled or frozen goods are not only clean and suitable but are the correct temperature for the goods that you are transporting.

3.20.9 You must keep detailed records of:

- i. Products transported;
- ii. Date transported;
- iii. Haulier or vehicle;
- iv. Cleaning between loads;
- v. Packaging integrity checks;
- vi. Correct documentation sent and received;
- vii. Products clearly labelled and identified.

SECTION 4

GENERAL REQUIREMENTS

4.1 Specific principles

- 4.1.1 This Standard applies to the storage and warehousing of produce and products. Stores or warehouses, including contract storage facilities, used for organic products must be organically certified.
- 4.1.2 You must ensure that any contract warehouse or store used is in possession of a current organic certificate of conformity issued by one of the authorised UK organic certification bodies. If this is not the case an inspection will be required to ensure compliance with this Standard.
- 4.1.3 Certification of the transportation of organic products is not a compulsory part of this Standard however there are additional sections dealing with specialist transport requirements to ensure organic integrity is maintained. This is a separate service offered by the Federation and where this service is required all relevant points in this Standard must be complied with.
- 4.1.4 If there is any question as to the organic status of a product it must not be sold as organic. Records of its declassification from organic must be kept.
- 4.1.5 Where you consider or suspect that a product you have had delivered from another operator, is not in compliance with this Standard, you must initiate procedures either to withdraw from this product any reference to the organic production method or to separate and identify the product.
- 4.1.6 You must eliminate any doubt as to the authenticity of the product before despatching it. In case of such doubt you must immediately inform us. We may require that the product cannot be placed on the market with indications referring to the organic production method until we are satisfied, by information received from you or from other sources, that the doubt has been eliminated.
- 4.1.7 You may place it on the market without indication referring to the organic production method. Records of this downgrade must be kept.
- 4.1.8 Where we have a substantiated suspicion that a product is not in compliance with this Standard but bearing a reference to the organic production method, we will require that you do not market the product as organic. This decision shall be supplemented by the obligation to withdraw from this product any reference to the organic production method if we are sure that the product does not fulfil the requirements of this Standard. However if the suspicion is not confirmed, the above decision shall be cancelled not later than the time period specified by us.
- 4.1.9 You must co-operate fully with us in resolving any suspicion as to the organic integrity of your products or materials you have received.

4.2 Operational description

- 4.2.1 You must have operational procedures and systems in place to ensure the integrity and quality of the organic products you store.
- 4.2.2 You must not unpack, re-label or change the state of any product without first applying for and being granted certification as a processor.

SECTION 4

- 4.2.3 You must draw up a full description of your unit which must include:
- i. The facilities used for the reception, storage and despatch of the products and the operations concerning them;
 - ii. The facilities used for the storage of other products (packaging);
 - iii. The facilities used to store chemical products;
 - iv. A list and description of the products you intend to store.

4.3 Your audit

- 4.3.1 The purpose of any audit is to ensure your on going compliance to this Standard.
- 4.3.2 Part of the audit is to ensure that the amounts of organic product you have received are consistent with the quantities of organic products you have despatched.
- 4.3.3 Your annual audit should take place prior to your certificate of conformity expiring. This is to allow an inspection to take place, report to be written and submitted to you and any non compliance dealt with before your certificate expires.
- 4.3.4 In addition to your annual audit your activities may be inspected based upon risk assessment.
- 4.3.5 We will require you to confirm that you have not put organic integrity at risk and that the procedures required to ensure compliance with this Standard have been maintained at all times.
- 4.3.6 At the inspection our inspector will need to see a variety of documents which you must ensure are available before our inspector arrives which should include:
- i. Copies of valid organic certificates for each organic product;
 - ii. Total quantities of all organic goods received and despatched since the start of the audit period;
 - iii. Opening and closing stocks of each organic product for the audit period;
 - iv. Complaint records.
- 4.3.7 Failure to provide any of this information if it is relevant to your operation is a non compliance.
- 4.3.8 If the absence of information results in failure to carry out an acceptable reconciliation it becomes a serious non compliance and your continued certification is at risk.
- 4.3.9 We will charge for further inspections that are required due to a serious non compliance.

4.4 Records

- 4.4.1 All organic goods must be accompanied with a delivery note and the details must be stored in a manner that allows a summary of transfers over any defined period.
- 4.4.2 There must be a stock control system that ensures the exact location and stockholding of each organic product held is precisely known at all times.
- 4.4.3 You must record separately and maintain in a readily accessible format the quantities of each type of organic goods received and despatched.

SECTION 4

- 4.4.4 You must keep full and accurate records of all operation areas of your business. These must include:
- i. Copies of valid organic certificates for each organic supplier;
 - ii. Sales and delivery notes;
 - iii. Traceability and identification records;
 - iv. Location in store;
 - v. Stock records (opening, closing, work in progress and stock losses);
 - vi. Training records;
 - vii. Cleaning records;
 - viii. Disposal and waste records giving details of code, quantity and reason for disposal;
 - ix. Pest control;
 - x. Recall and withdrawal procedure tests;
 - xi. Complaints;
 - xii. Financial records.

4.5 Hazard analysis critical control point

- 4.5.1 You must set up and maintain procedures for control of the process based on a systematic identification of critical control steps.
- 4.5.2 Your HACCP must include points that can affect organic integrity at the critical point of your business and show:
- i. Goods in (checking goods coming in are organic);
 - ii. Storage (including work in progress) that storage is correctly labelled;
 - iii. Despatch (only organic goods are labelled and despatched as organic).

4.6 Product hold, recall and withdrawal

- 4.6.1 You must have procedures in place for dealing with non conforming products (hold / embargo / quarantine procedure) to prevent them being released on to the market.
- 4.6.2 You must have procedures in place to enable the withdrawal or recall of non conforming products.
- 4.6.3 You must ensure that any incorrectly labelled goods are reported to their owner (where title is not held by the warehouse) and quarantined.
- 4.6.4 You must ensure that no quarantined goods are released for sale.
- 4.6.5 Quarantined goods may be released for disposal but records need to be kept of this disposal.
- 4.6.6 You must inform us if you have goods that have been quarantined. Only the Federation can authorise their return to stock.

SECTION 4

4.6.7 These procedures should be tested annually and recorded.

4.7 Training

- 4.7.1 You must train your staff working with organic products in the basic principles of organic separation.
- 4.7.2 Your training can be carried out externally or in house provided the trainer is suitably qualified.
- 4.7.3 You must document and record for each member of staff details of training given both internally and externally including refresher course. Records must be kept of this and be available for your audit.

4.8 Medical

- 4.8.1 You should ensure open wounds and cuts are dressed with an appropriate dressing (preferably a food safe approved blue metallic strip plaster).
- 4.8.2 You should have procedures in place to ensure staff understand the need to report any cuts to the responsible person. Training in this procedure should be documented.
- 4.8.3 You must not allow personnel with open cuts, sores or skin complaints to have contact with unwrapped foodstuffs.

SECTION 5

GOODS INWARD

5.1 General

- 5.1.1 You must have valid certificates of conformity and trading schedules for all products to ensure they meet the organic requirements. These must be valid, state the goods supplied and the address of the supplier.
- 5.1.2 Products must have full documentation and be securely packaged, labelled “organic” and also include details of the certification body. Records of goods received must be kept.
- 5.1.3 You must take adequate control measures to prevent imported pests. This must include checks on raw materials and incoming products.
- 5.1.4 You should conduct supplier audits and assess other risks of importation of pests in particular when purchasing second hand plant.
- 5.1.5 You must keep full records relating to the receipt of your goods, site and location in store of all organic goods you receive.

SECTION 6

SEPARATION & STORAGE

6.1 General

- 6.1.1 You must identify or mark in such a way all organic products stored to ensure they cannot be mixed with non organic products and that all lots are identified to avoid any mixing with or contamination by products and / or substances that are not organic.
- 6.1.2 You must ensure identification of lots and that organic products must be clearly identified at all times.
- 6.1.3 You must only use stores, bins and containers that are made of suitable materials to be in contact with food and must be clearly labelled at all times as to their contents and an indication of traceability.
- 6.1.4 You must ensure all containers used to store products, including bulk bins, silos and pallets, are closed securely and clearly labelled. Where necessary pallets should be shrink wrapped.
- 6.1.5 The store must be a clean, dry, in good repair and infestation free space. Organic products must be stored physically or spatially separated from conventional products.
- 6.1.6 When there is a variety of food and non food products stored, the area for food storage must be physically separate from non foods, especially from materials that can contaminate foods by taint or spillage.
- 6.1.7 Records of organic stock must be maintained separately from records of non organic stock
- 6.1.8 Any bin, tray, rack, other holding or storage container for organic products must also be labelled and of suitable quality for the purpose for which it is used and ensure that there is full separation by space and time from non organic products.
- 6.1.9 You must not use any equipment for organic product that is contaminated with other debris from previous non organic products.
- 6.1.10 You must use utensils and equipment that have been thoroughly cleaned to remove all traces of non organic materials. Wherever possible these should be dedicated for organic use.
- 6.1.11 You must work tidily and maintain good standards of housekeeping at all times;

6.2 Packaged goods

- 6.2.1 You must ensure that packaged organic products are received into store and despatched from store unopened, free from damage and correctly labelled.
- 6.2.2 Packaged organic products must be stored on pallets so that there is little or no overhang of packages and the pallet load is stable and not liable to damage while inserting into racking.
- 6.2.3 Fresh produce which is supplied in open crates or boxes must be stored on dedicated pallets which are kept physically or spatially separated (minimum 1 metre) from non organic produce, and must be clearly labelled to show the organic nature and origin of the goods.
- 6.2.4 You must frequently check refrigerated storage temperatures, particularly when chill or cold store doors have been opened several times in succession. These checks and temperatures must be recorded and records maintained.

SECTION 6

6.3 Bulk Storage - silos

- 6.3.1 Ideally bulk organic products must be stored in vessels or silos dedicated for organic products.
- 6.3.2 Storage vessels or silos must be clearly marked to show the nature, origin and quantity of the material stored.
- 6.3.3 Where it is not possible to dedicate a facility, it must be possible to remove all traces of the previously stored product from the vessel or silo and the delivery and off take systems. A fully documented cleaning procedure must be followed every time organic product is to be stored. Records of this cleaning must be maintained.
- 6.3.4 Where a bulk material has to be stored at controlled temperatures, records of the temperature must be maintained.
- 6.3.5 Bulk organic products may also be stored on pallets or in the bulk containers in which they are transported. These must be clearly labelled to show the nature, origin and quantity of the material stored.
- 6.3.6 You must ensure that bulk storage silos are clean, free from pests, in a good state of repair and are fit for the purpose for which they are being used.

6.4 Bulk storage - floor

- 6.4.1 Unpackaged bulk organic commodities (eg cereals, seeds, sugar) may also be stored as floor stock in some warehouses. In these cases it is essential that the floor is in good condition (clean, dry and free from cracks, crevices and damage).
- 6.4.2 When used for the storage of organic material, the floor must be thoroughly cleaned to remove all traces of the previous stock. If power hosing is employed, the area must be allowed to dry thoroughly before use. All traces of fuel or oil spillage from tractors or other vehicles used in the warehouse must be removed.
- 6.4.3 Only after these steps have been taken can organic material be stored as floor stock. The warehouse used must be dedicated for organic product unless it is possible to ensure a physical barrier between organic and conventional material.
- 6.4.4 The storage area must have sufficient space or physical barriers around the organic products to stop accidental contamination and as a minimum precaution there should be a clear three metre space separating different organic materials.
- 6.4.5 You must ensure that cross contamination does not occur. Cross contamination of one organic material with another is as unacceptable as cross contamination between organic and conventional.

6.5 Reconciliation

- 6.5.1 Reconciliation is an exercise carried out after the initial assessment inspection and annually thereafter to compare organic goods received with organic goods despatched.
- 6.5.2 Reconciliation calculations may be carried out either electronically or manually. If your reconciliation system is computerised you must ensure that someone, who is fully conversant with it, is available at the time of inspection.
- 6.5.3 Reconciliation must be worked out for a specified period (normally 12 months from the date of the last organic inspection).
- 6.5.4 You must carry out the reconciliation calculation for each organic commodity stored. These

SECTION 6

figures must be available for your annual inspection.

- 6.5.5 This can be calculated by:
(opening stock + goods received) – (losses + closing stock) = goods despatched.
- 6.5.6 The figure for each stock item should show that you have not despatched more product than you have received.
- 6.5.7 You must investigate and record losses or gains in your reconciliation figures and be able to show justification for these at your audit.
- 6.5.8 Your reconciliation must include figures to account for waste and losses.
- 6.5.9 You should challenge and record reconciliation information on a regular basis.
- 6.5.10 You must, when using recipes or formulations, be able to reconcile each component against your purchases and quantities of product made.
- 6.5.11 You must, if there is a lot of data, ensure it is summarised so that our inspector can assess it by conducting random spot checks. (There may be so much information that it is impracticable for the inspector to audit every item.)
- 6.5.12 Failure to keep records which can be audited for the purposes of reconciliation is a serious non compliance that may result in suspension of your certification.
- 6.5.13 We may make additional charges for time spent on trying to reconcile data when it is difficult to access. It is your responsibility to ensure that our inspector is provided with all the necessary information.

6.6 Traceability

- 6.6.1 Organic products must be clearly identifiable at all times.
- 6.6.2 You must ensure identification of commodities and every measure must be taken to avoid any mixing of different organic consignments or with non organic products.
- 6.6.3 Lot numbers must be clearly displayed on the products to allow traceability of the products and materials stored. These must be recorded and be available at your audit and for purposes of reconciliation.

SECTION 7

BEST PRACTICE

7.1 General

- 7.1.1 Best practice is essential and although it need not always be relevant to organic certification, failure to observe it increases the likelihood of contamination and accidental substitution which are serious organic non compliances and would affect your certification.
- 7.1.2 You must conform to all relevant statutory requirements with regard to premises, equipment, the facilities that must be provided, general hygiene and the precautions that must be taken and relevant codes of practice issued by Defra or other statutory bodies.

7.2 Premises

- 7.2.1 Your premises must have adequate provision to ensure separation of commodities.
- 7.2.2 You should have a clear perimeter that is kept free from debris or stored equipment that could harbour rodents and other pests.
- 7.2.3 You should take adequate precautions to prevent unauthorised access to your premises.
- 7.2.4 You must ensure premises are in a good state of repair externally and internally.

7.3 Services

- 7.3.1 If using refrigerated storage you must have provision for recording and displaying temperatures at all times.

7.4 Finishes

- 7.4.1 The wall, floor and ceiling finishes used in storage areas must be appropriate to the operations conducted.
- 7.4.2 All walk in refrigerated storage facilities should have wall and ceiling finishes that are impervious, undamaged and easy to clean. Insulation must be sound and exposed insulation must be regarded as a potential contaminant and dealt with promptly.
- 7.4.3 Floors should be well drained with no areas in which water or liquid product can accumulate. For safety reasons they should have a non slip and cleanable finish.

7.5 Personnel services

- 7.5.1 The wearing of jewellery (other than plain sleeper earrings or wedding rings) and watches should not be permitted for any person who may be in contact with unpackaged food products.

7.6 Product protection

- 7.6.1 You must take precautionary measures to avoid the risk of contamination by unauthorised substances or products.
- 7.6.2 You must have policies for dealing with glass and clear plastic and any breakages of such items. There should be full documentation of any breakage occurrence including actions taken, product affected and appropriate repairs carried out.

SECTION 8

CLEANING AND SANITISATION

8.1 General

- 8.1.1 You must ensure there is an effective cleaning programme, clearly documented, thoroughly implemented and accurately recorded including records of cleaning activities and all substances used.
- 8.1.2 You must ensure before organic storage starts that the plant, equipment and utensils used and particularly product contact surfaces are effectively cleaned and free from residues (chemical) that may contaminate or impair the organic integrity of the products.
- 8.1.3 You must ensure bulk handling systems that are used for both organic and non organic production have a quantity of organic material run through and disposed of (or downgraded to conventional) before organic production commences. Records and quantities of this purge run must be maintained.
- 8.1.4 You must take precautionary measures to reduce the risk of contamination by unauthorised substances or products and this must be documented with the cleaning measures implemented and the monitoring of their effectiveness.
- 8.1.5 You should ensure that equipment used for cleaning is constructed of materials that enable them to be easily cleaned.
- 8.1.6 The presence of dirt or soiled food matter on or around transfer equipment is a clear indication that procedures are not being maintained and will be raised as a non compliance if noted by our inspectors.

8.2 Chemicals

- 8.2.1 You may use all cleaning agents providing they are approved for food use. It is important to use all cleaning agents in strict accordance with the manufacturers' instructions.
- 8.2.2 You should ensure all chemical cleaning agents used are supplied with a COSHH (Control of Substances Hazardous to Health) safety document which shows the chemical make up of the product and gives advice on the treatment necessary if the substance is accidentally swallowed, splashed into eyes or affects the skin.

8.3 Storage of chemicals

- 8.3.1 You must ensure that facilities used to store products for cleaning and sanitisation are clearly identified.
- 8.3.2 You must store all chemical cleaning agents in a locked cupboard or cage and responsibility for the use of chemicals must be designated to a specific person (eg supervisor, hygiene manager, etc).

8.4 Cleaning frequency

- 8.4.1 Your cleaning frequency should depend on the nature of the product being stored and records must be maintained.
- 8.4.2 You must ensure that cleaning takes place before serious accumulations of product material form on machinery.
- 8.4.3 You should where appropriate carry out dry cleaning using brushes, scrapers and vacuum cleaning equipment.

SECTION 8

8.5 Cleaning procedures

- 8.5.1 You must have simple cleaning instructions and procedures for cleaning product contact surfaces, equipment and utensils used. These should be accessible to anyone who requires them.
- 8.5.2 You should ensure that cleaning instructions and procedures state the frequency and method of cleaning, chemical used and the chemical dilution ratio.
- 8.5.3 Where wet cleaning has been performed and chemicals have been used on organic product contact surfaces, you must remove by copious rinsing with potable water any traces of chemical residue that might have been left after cleaning.
- 8.5.4 You should monitor cleaning to ensure that no points have been missed and cleaning frequency has been maintained.
- 8.5.5 You may use a sanitisation agent such as alcohol only if there is 100% evaporation, provided no residue can be ensured.
- 8.5.6 You must ensure that cleaning contractors are informed of the organic status of the storage facility.
- 8.5.7 You should use dry cleaning where appropriate, in places where wet cleaning is not practical ie mills. This cleaning should be done with brushes / vacuum.

SECTION 9

PEST CONTROL

9.1 General

- 9.1.1 Your pest control programme should emphasise the importance of prevention rather than cure.
- 9.1.2 Your preventive programme is the basis of effective pest control, good housekeeping, cleanliness and regular turnaround of goods and is the surest ways of minimising problems associated with rodents, insects and birds.
- 9.1.3 You should control potential entry points for pests by screening eg drains, door, windows, ventilation ducts.
- 9.1.4 You should keep entry points closed unless protected by suitable mesh screens. Exterior doors should either be fitted with self closing doors or overlapping plastic strip curtains. Exterior doors and windows should be closed and suitably proofed to prevent ingress of birds and rodents.
- 9.1.5 You should ensure a clear perimeter around the entire premises that must be kept free of accumulated rubbish and stored equipment, pallets etc that could harbour rodents and other pests.
- 9.1.6 You should store all waste paper and food material in closed containers that are emptied regularly. All spillages surrounding waste storage facilities must be cleared up immediately.
- 9.1.7 Your programme of Best Practice such as buying from known suppliers, goods in checks on raw materials for infestation, keeping the fabric (walls, floors, roof, doors) in good condition etc, good stock rotation should reduce the need for pest control.
- 9.1.8 Your premises' design and construction should be suitable for the prevention of pest and infection build up.

9.2 Flying insects

- 9.2.1 You can use electric fly killers in storage areas, (other than where there is a risk of dust explosion when the unit is in operation).
- 9.2.2 You can control flour moth by the use of pheromone traps.

9.3 Crawling insects

- 9.3.1 You must not use any synthetic insecticide where any organic materials are stored.
- 9.3.2 Only natural pyrethrins can be used when the need arises. If any other insecticide is used the organic materials in the vicinity must be declassified to non organic, and no organic materials can be brought into the vicinity where spaying took place for at least seven days.
- 9.3.3 You must not use organo phosphorus insecticides on site.
- 9.3.4 You can where necessary, as a last resort to prevent further contamination, fumigate organic materials. However, they will lose their organic status and the event must be recorded, dated and signed off. You must also inform us of such an eventuality with full details of the proposed treatment, prior to the event.

SECTION 9

9.4 Rodents

- 9.4.1 You must not use rodenticides in storage areas, although non poisonous monitoring baits may be used providing there is no risk of contamination.
- 9.4.2 You must ensure baits and poisons are on a wax or fatty substrate to prevent contamination.
- 9.4.3 You must not use grain baits.
- 9.4.4 You must ensure that all bait containers are spill proof and dated to show the last time they had been changed.
- 9.4.5 You can use traps but their operation must be humane and not cause unnecessary suffering to the animal.

9.5 Control of chemicals

- 9.5.1 You must draw up a map to show the position of all baits and monitors as well as any electric fly killers and insect traps.
- 9.5.2 All bait stations must be numbered and clearly marked to enable them to be accounted for at all times.
- 9.5.3 You must not store insecticides and / or rodenticides inside storage areas. They must be stored separately to ensure they cannot come into contact with any commodity.
- 9.5.4 You must clearly label all pest control chemicals. These should be held and dispensed by an identified and appropriately trained person and stored in a locked space dedicated for the purpose.
- 9.5.5 You must prevent direct contact with organic raw materials and products from controlled substances used for pest control.

9.6 External contractors

- 9.6.1 You must make any pest control contractor who is engaged on a single or a regular basis aware that the site is organic and that only treatments listed in this section can be used.
- 9.6.2 You must ensure contractors take all due precautions to prevent loss of organic integrity.
- 9.6.3 External pest control contractor should be members of professional bodies such as the British Pest Control Association (BPCA) or an equivalent body.
- 9.6.4 You must obtain from your pest control contractor a record confirming that they acknowledge the site is organic. This will be required at your audit.
- 9.6.5 Training certificates for pest control operatives should be available.

9.7 Permitted treatments

Name	Description, compositional requirements, conditions for use
Freezing, heating and vacuum, Nitrogen and Carbon dioxide	For treatment of products and packaging.
Mechanical barriers, sound and light, including UV.	

SECTION 9

Electrical insect killers.	
Licensed rodent baits.	For rodent control, tamper evident bait stations containing legally approved pesticides. In locations where there is no risk of contamination.
Pheromone traps & sticky boards, not containing pesticides	Where the latter are used for rodent control, they must be in accordance with British Pest control Association Code of Practice
Diatomaceous earth and Amorphous silica.	Dessicant dusts derived from naturally occurring sources.
Bait stations for crawling insects containing insecticides	

9.8 Restricted treatments

Name	Description, compositional requirements, conditions for use
Pyrethrins, extracted from a natural botanical source and synergised using Piperonyl butoxide (BPO) derived from a natural source eg oil and sassafras.	When using as a surface treatment, space spray or fog for insect control, any organic products or contact packaging must be removed or protected in such a way as to form an effective barrier to contact with the spraying agent. The barrier is to remain in place for 24 hours after the spraying has taken place. Adequate ventilation and cleaning of contact surfaces must take place after the 24 hour withdrawal period and prior to resumption of processing or organic food within the treated area.
Synthetic pyrethroids.	Band spraying wall/floor joints, machinery bases and entrances.

- 9.8.1 You must ask permission to use restricted treatments under any other circumstances in advance from us.
- 9.8.2 Your application should detail reasons for use, substance and details of the procedures to avoid product contamination. In exceptional circumstances, treatment may be carried out and we may be notified within two working days.
- 9.8.3 We will not issue consecutive retrospective permission.
- 9.8.4 You must ensure when using as a surface treatment, space spray or fog for insect control, any organic products or contact packaging must be removed or protected in such a way as to form an effective barrier to contact with the spraying agent. The barrier is to remain in place for 24 hours after the spraying has taken place. Adequate ventilation and cleaning of contact surfaces must take place after the 24 hour withdrawal period and prior to resumption of processing or organic food within the treated area. Records must be kept of this clean down.

9.9 Prohibited treatments

- 9.9.1 You must not use a control substance unless it is specifically permitted or there has been a documented case of need to support the use of a restricted substance.
- 9.9.2 You must only use methods permitted in this Standard in premises where organic and conventional materials are stored.

SECTION 9

- 9.9.3 You must not use insecticide sprays, fogging and fumigation on organic products. This will lead to loss of organic status of the product and declassification to conventional.
- 9.9.4 You must not store organic products in any treated area until an adequate time (at least 48 hours) has lapsed to allow insecticide residues to disappear to avoid contamination by residues.
- 9.9.5 You must not use slow release insecticides (eg Vapona Strip) since they continue to leave residues over periods counted in months.

9.10 Records

- 9.10.1 You must keep COSHH safety sheets for all pest control chemicals.
- 9.10.2 You must keep records of all treatments carried out, detailing the type of infestation, the control method and materials used, and the area receiving the treatment.
- 9.10.3 You must also keep records of all treatment approvals from us.
- 9.10.4 You must have a plan of the site showing locations of bait stations, etc and these must be placed where there is no risk of contaminating product.

SECTION 10

DESPATCH & TRANSPORT

10.1 Despatch

- 10.1.1 You must ensure when mixed loads of organic and conventional products are despatched, they are physically separated and due precautions must be taken to avoid any direct contact between them.
 - 10.1.2 You must ensure that only correctly labelled organic goods are labelled and despatched as organic.
 - 10.1.3 You must keep full records relating to the despatch of any goods marketed as organic.
 - 10.1.4 All documentation must clearly state the organic status of the goods being despatched eg organic certification body code and / or goods described as organic.
-

10.2 Transport

- 10.2.1 You must ensure that the relevant points in section 3.20 are complied with.
- 10.2.2 Bulk cereals should be transported to and from storage units by hauliers who are registered with and comply with GAFTA/UKASTA Code of Practice.
- 10.2.3 You must not walk on loads unless absolutely necessary and you must be suitably attired to prevent contamination of the product.
- 10.2.4 Bulk oils and fats should be transported to and from storage units by hauliers who are registered with and comply with SCOPA code of practice.
- 10.2.5 You are responsible for ensuring that orders are distributed in vehicles that are clean and in good condition.
- 10.2.6 You must ensure that if controlled temperature distribution is appropriate, the temperature of the insulated container is correct at the time of departure. The haulier must be held responsible for ensuring that the correct temperature is maintained during the journey.
- 10.2.7 For transport of bulk liquid please see next section.

SECTION 11

TRANSPORTATION OF BULK LIQUIDS

11.1 General

- 11.1.1 The transportation of organic goods by road is a common occurrence and some of these transport operations may contravene organic integrity. For this reason this Standard has been produced.
- 11.1.2 The points contained in this Standard are designed to ensure that transported goods continue to conform to the organic Standards of the Federation
- 11.1.3 You must have a HACCP plan in place covering all aspects of bulk liquids transport.

11.2 Vehicles

- 11.2.1 You must have a valid operating licence or other permission enabling you to operate as a road haulage company; this is also a legal requirement.
- 11.2.2 You must ensure that all transport vehicles are clearly marked.
- 11.2.3 You must ensure that vehicles used to transport organic products have not carried any material that can pose a risk of contamination such as:
- i. Human or animal waste;
 - ii. Chemicals including petroleum;
 - iii. Toxic materials;
- 11.2.4 You must record details of all loads carried in each vehicle.
- 11.2.5 Should you need to hire a vehicle you must ensure that the previous three loads carried are recorded and records of the full cleaning procedure are obtained before transporting organic liquids.
- 11.2.6 You must not use vehicles with sectionalised interiors to carry mixed loads of organic and non organic products at the same time.
- 11.2.7 Temperature measuring units should be calibrated regularly in accordance with the manufacturer's recommendations.

11.3 Cleaning

- 11.3.1 You must ensure that your vehicles and discharge pipes are clean, dry, free from taint and generally fit for purpose.
- 11.3.2 You must set up, record and maintain cleaning procedures and schedules for you vehicles. These must give full description of the clean.
- 11.3.3 Your procedures must include the cleaning of the product contact surface areas including (where applicable) upper sides of the tank interior and all surfaces, interior ladders, seals, crevices and under fluidising pads.
- 11.3.4 You must ensure that all traces of previous products are removed from hoses and that hose ends are capped when not in use.
- 11.3.5 You may use any food grade detergents or sanitizers for the purpose of cleaning providing all traces are removed prior to contact with organic products.

SECTION 11

TRANSPORTATION OF BULK LIQUIDS

- 11.3.6 You must remove all traces of cleaning chemicals and sanitizers where used using copious amounts of potable water. If the chemicals are not removed it will compromise the organic integrity of the product.
- 11.3.7 You must reclean the vehicle when an inspection of the initial clean still finds evidence of the previous product
- 11.3.8 You must ensure all equipment used for mixing and sampling is thoroughly cleaned before the operations take place. Records must be kept of this.

11.4 Training

- 11.4.1 You must ensure that all personnel involved in the transportation of organic goods are trained in the requirements of this Standard.
- 11.4.2 This training must be documented and records kept.

11.5 Records

- 11.5.1 You must ensure that records are kept of your operations these should include:
- i. Cleaning records prior to loading;
 - ii. Collection paperwork marked with certification body code;
 - iii. Records showing the last three loads carried;
 - iv. Cleaning procedures, schedules and records;
 - v. Spillages, waste or failed collection or delivery records;
 - vi. A documented procedure for handling complaints;
 - vii. Compliance to required codes of practice (such as Code of Practice for the control of Salmonella).

GLOSSARY OF TERMS

A, B, C

Applicant	An organisation or person who has applied for, but has not yet been given operator status.
Approved Body	A body approved by the Defra for the purpose of operating a certification scheme for organic food production
Approved Producer	A registered operator holding a valid Certificate of Conformity for the production of organically produced products.
Certificate of Conformity	A certificate showing organic products, fields, etc issued to an operator recognising their conformity to our Standards.
Certification Scheme	The Scheme operated by the Organic Food Federation and audited by the Defra designed to certify conformity with the Standards as defined.
Competent Authority	The Competent Authority is Defra (Department for Environment, Food and Rural Affairs).
Control Authority	The Control Authority is Defra (Department for Environment, Food and Rural Affairs).
Control Body	Organic Food Federation or an equivalent body.
Conventional feedstuffs/feed	Materials not produced in accordance with the rules of production specified in this Standard.
COSHH	Control of substances hazardous to health.

D, E, F

Defra	Department for Environment Food and Rural Affairs
Defra surveillance visits	A random inspection of some operators to check our inspection procedures.
Derogation	Permission granted by us or Defra to carry out a specific task.
EN45011	International criteria established for certification bodies operating certification standards for products and services to which all organic certification bodies must either be accredited or demonstrate that their operating systems are equivalent.
Feedingstuff	Feed
Feed materials	Feed materials produced in accordance with this Standard.
First consignee	The person to whom the imported consignment is delivered and who will receive it for further preparation and/or marketing.

G, H, I

GAFTA	Grain and Feed Trade Association
Genetically modified	Products produced from or by GMOs are incompatible with the concept of organic production and consumers' perception of organic products. They

GLOSSARY OF TERMS

organisms (GMO)	should therefore not be used in organic farming or in the processing of organic products.
GMO derivative	Any substance which is either produced from or produced by GMOs, but does not contain them.
Importer	An operator who imports goods either in person or through a representative for release for free circulation into the Community.
In conversion	The transition from non organic to organic farming within a given time period, during which our Standards have been applied.
In conversion feedingstuffs / feed materials	Feedingstuffs produced during the conversion period to organic production, with the exclusion of those harvested in the 12 months following the beginning of the conversion.
Inspector	A qualified person appointed to conduct and carry out audits.
Inspection Service	An independent inspection service appointed, or operated directly, by Defra or us to carry out inspections on its behalf.
Ionising radiation	Radiation that has enough energy to remove electrons from substances it passes through, forming ions.

J, K, L

Labelling	Any words, particulars, trademarks, brand names, pictorial matter or symbols appearing on any packaging, document, notice, label, board or collar accompanying or referring to a product.
Licensee	An operator who has been granted a Certificate of Conformity.
List of ingredients	The list of ingredients referred to on the labelling.
Logo	The symbol or mark of conformity issued to operators by the Federation for use on products produced in accordance with this Standard.

M, N, O

Marketing	Marketing means holding or displaying for sale, offering for sale, selling, delivering or placing on the market in any other form.
MSDS	Material Safety Data Sheet
National Organic Program (NOP)	A certification programme for operators supplying product to the United States, either directly or via processors exporting products to the US, and which require products produced to the United States Department of Agriculture NOP Standards.
Non organic	Not coming from or not related to a production in accordance with this Standard.
Non compliance	A failure to meet this Standard.
Operator	Anyone who produces, prepares, stores or imports from a third country, with a view to the subsequent marketing thereof, products referred to as organic.

GLOSSARY OF TERMS

Organically produced feedstuffs/materials Materials produced in accordance with the rules of production laid down in this Standard.

P, Q, R

Pheromone A chemical signal that triggers a natural response in another member of the same species.

Pre packaged foodstuff A wrapped or packaged food product before sale.

Preparation/ Processing The operations of preserving and / or processing of agricultural products (including slaughter and cutting for livestock products), and also packaging and / or alterations made to the labelling concerning the presentation of the organic production method of the fresh, preserved and / or processed products.

Pyrethrin Extracts of a species of chrysanthemum used as insecticides.

S, T, U

SCOPA Seed Crushers and Oil Producers Association

Third Country A country that is not a member of the European Union and importers from these countries are required to obtain authorisation from Defra with the exception of Argentina, Australia, Costa Rica, Israel, New Zealand, Switzerland and India.

UKAS United Kingdom Accreditation Service - The UK body responsible for accrediting certification bodies to EN45011/ISO65 and contracted by Defra in the UK to assess certification Bodies.

UKASTA United Kingdom Agricultural Supply Trade Association

V, W, X
