Organic Input Manufacturing Facility Information – WSDA Organic Program

Business Name: ___________________________  Reg No: __________

Contact Information
1. Provide contact information for the manufacturing facility
   □ Same as registrant

Manufacturer name: ___________________________
Contact name: ___________________________  Contact title: ___________________________
Phone number: ___________________________  Email address: ___________________________

Location Information
2. Provide the location of the manufacturing facility

Address: ___________________________
City: ___________________________  State: ___________________________  Zip code: ___________________________
Country: ___________________________

Product Information
3. List all of the products manufactured at this manufacturing facility. This list must reflect all products, including products that are both approved and prohibited for use in organic crop production and handling.

*Use brand names as applicable. Complete product catalogs or product lists may be referenced and attached.*

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Contamination and Commingling

4. Fully describe the procedures in place at this manufacturing facility to prevent the contamination and comingling of organically approved ingredients and products with prohibited materials. Include details on ingredient verification procedures and preventative practices during ingredient receiving, manufacturing, and shipping. *Attach additional sheets of paper if needed.*

☐ Not Applicable, Only materials approved for use in organic production and handling are manufactured at this facility.
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Recordkeeping

5. Identify the types of records maintained by the manufacturer for organic input material production.

☐ Dates of Production    ☐ Final Product Inventory Records
☐ Ingredient Inventory Records    ☐ Invoices/Bill of lading
☐ Lot Identification and Tracking Records    ☐ Material Formulations
☐ Material Safety Data Sheets    ☐ Packaging Documentation
☐ Purchase Orders    ☐ Receipts
☐ Sample and/or Laboratory Analyses    ☐ Shipping Documents
☐ Storage Documentation    ☐ Storage Documentation
☐ Transportation Documentation
☐ Other: ________________________________

Chapter 16-160-190 WAC requires records to be maintained that are sufficient to verify the materials are approved for use in organic production and handling. This chapter also requires all records be maintained for six years.

Flow chart

6. Attach a schematic product flow chart to illustrate the manufacturing of the product at this facility. This chart must: Show the movement of the organic material, from incoming/receiving ingredients, through manufacturing, packing, and storage, to outgoing/shipping, identify all equipment and storage areas associated with the organically approved material, in the event that there are multiple manufacturing locations, please provide a flow chart for each facility.