

Facility Map & Process Flow

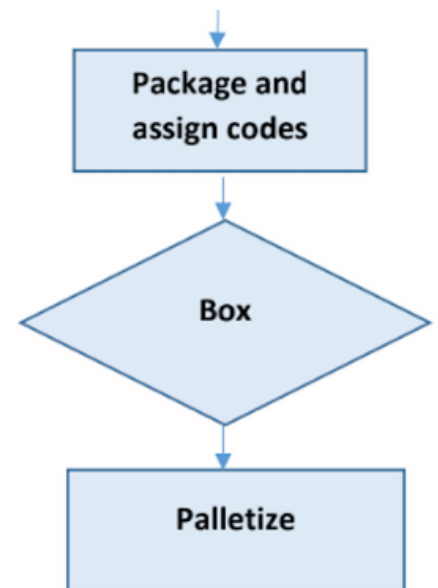


Your operation must demonstrate the ability to track all organic products through your system and *physical space*.

The flow of ingredients, finished products, and waste products need to be clearly documented for each organic product type, including ingredient delivery, storage, processing, packaging, labeling, shipping, and sales of the final product.



VOF and your inspector need to understand the product and ingredient movement in your operation and the steps taken to preserve organic integrity at each step.



Please show the progression of raw materials through your facility to a finished product.

- You can satisfy this requirement with two separate documents or combine them into one, provided that all of the necessary information is included.
- Depending on your operation, your map and process flow might be *fairly simple* or **more complex**.
- These documents can be hand-drawn/written or produced digitally!

Learn
more!



Facility Maps

- Show the visual layout of the facility (floor plan) - ex: entrance/exit, rooms, etc.
- Label all areas and/or equipment used in production of products (food contact surfaces)
- Note storage areas for ingredients and final product
- Identify other areas as appropriate, ex: pest control, cleaner/sanitizer storage, etc.

Process Flow Diagram or Narrative

Two options:

1. A narrative description of how ingredients move through your facility, from the time they are received, through production, to the time they leave as finished product
2. Detailed flow chart of processing / production steps

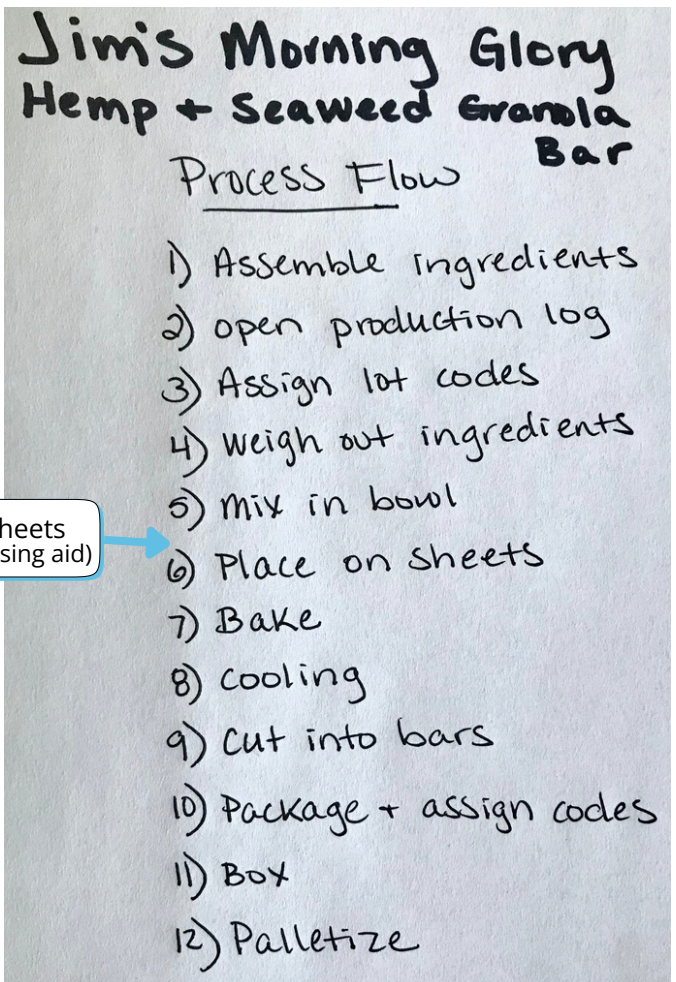
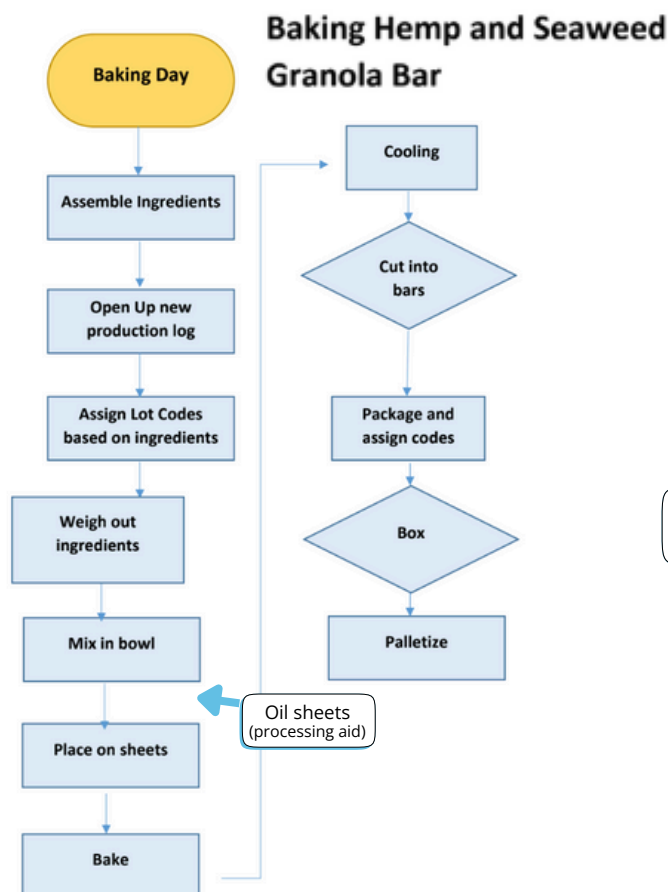
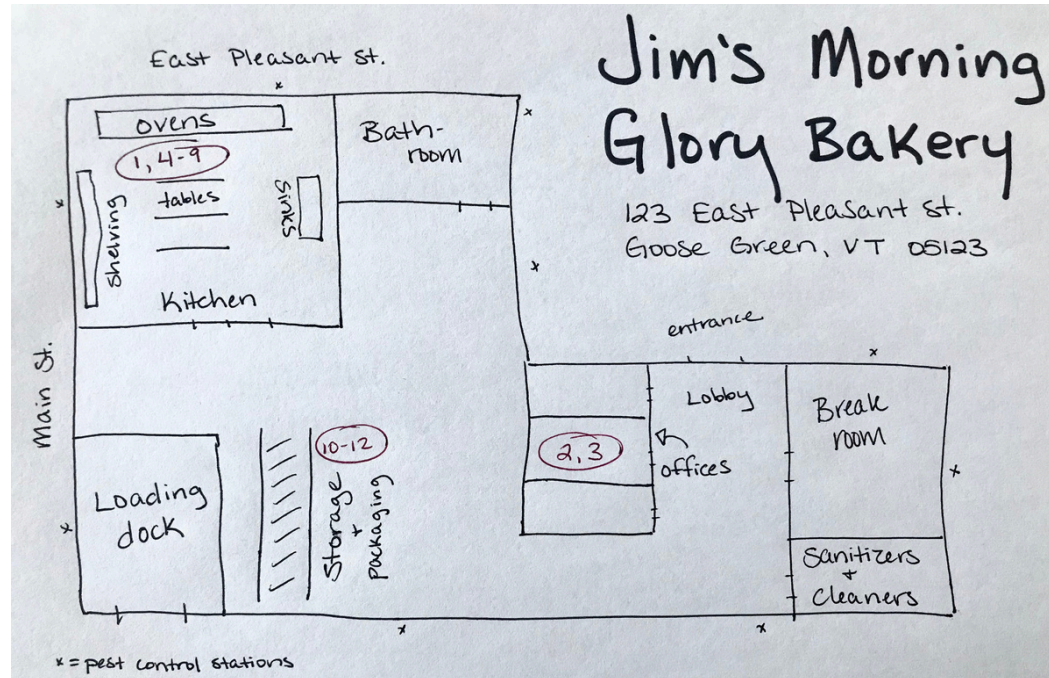
Be sure to:

- Identify all areas and/or equipment used at each step
- Note when ingredients or processing aids are added

Check out
some
examples!

Example 1

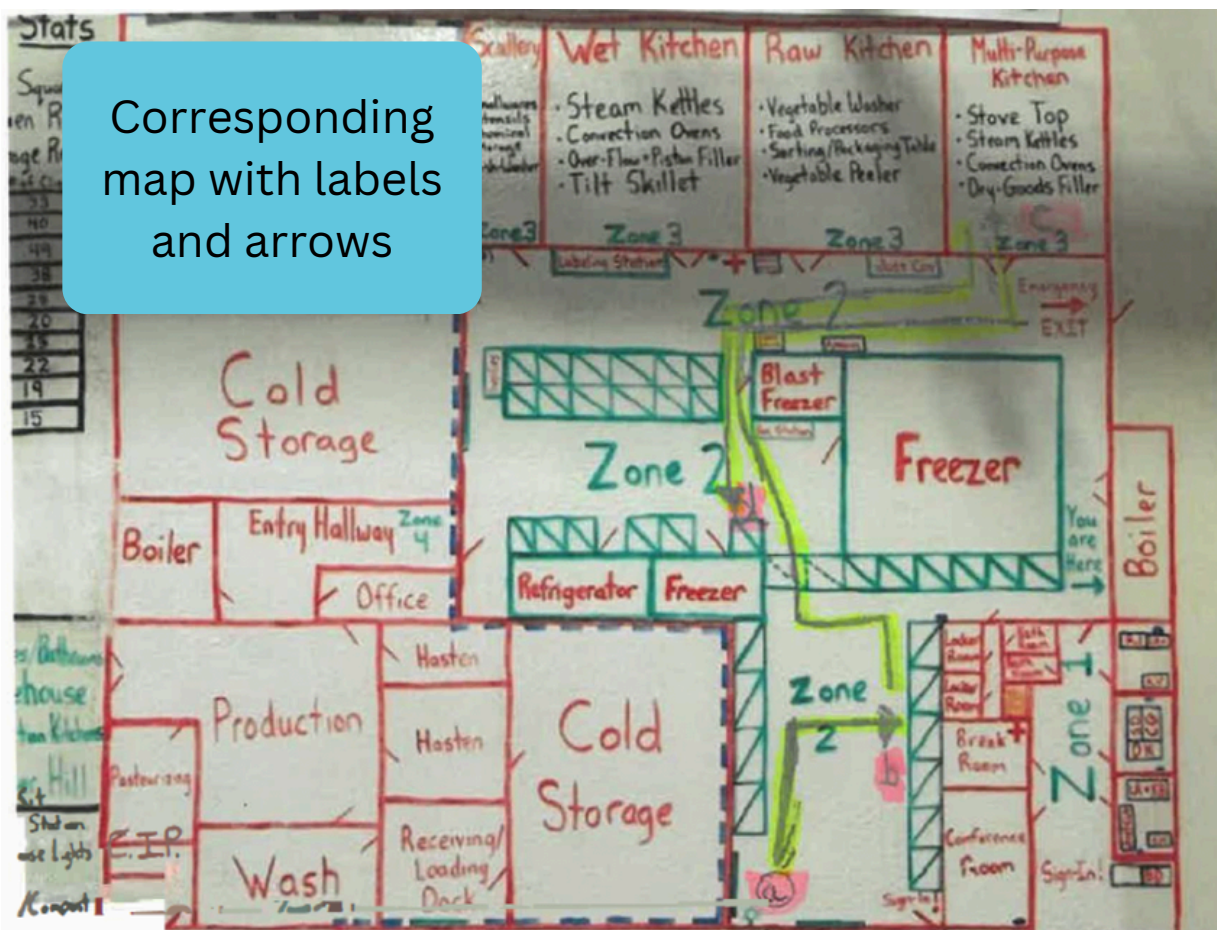
This is a fairly simple facility layout and corresponding process flow. Hand-written and hand-drawn are fine, as long as all necessary items are included.



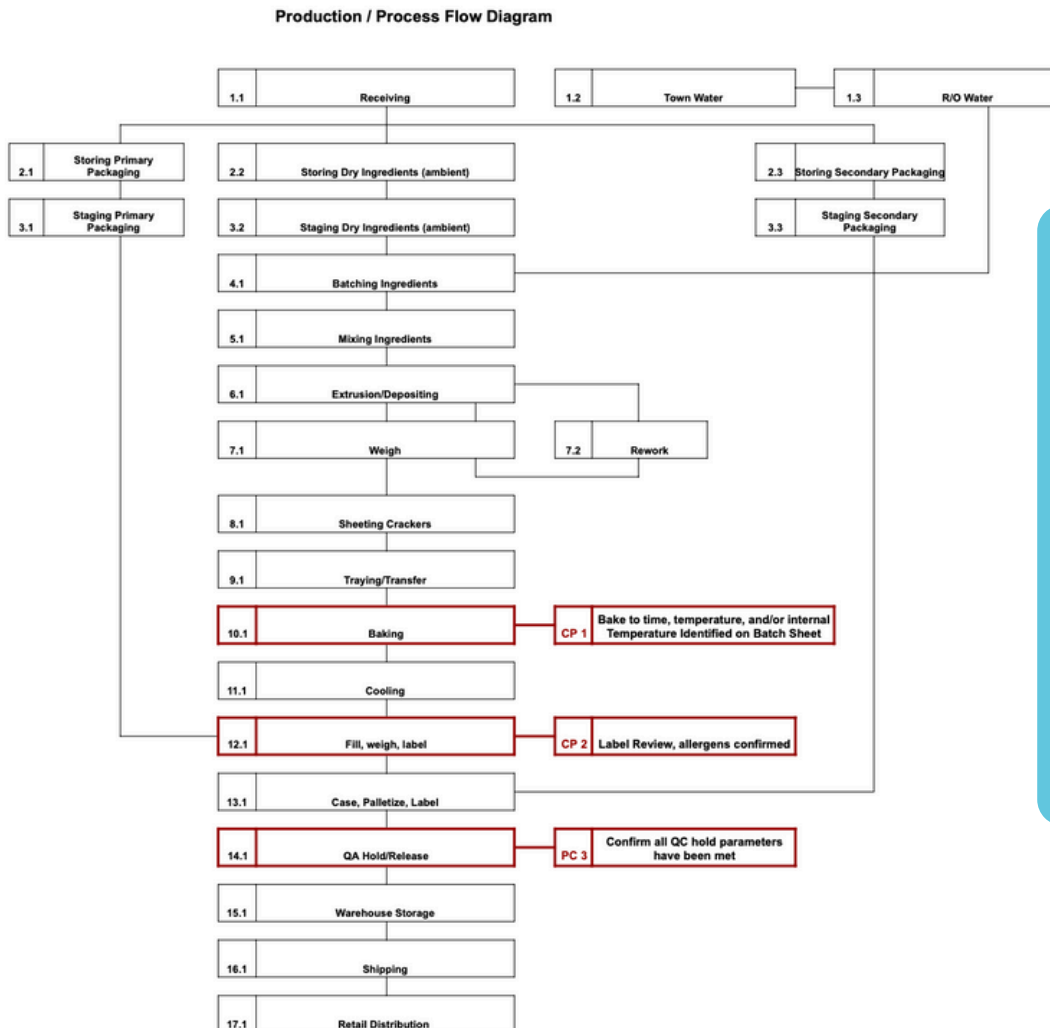
Example 2

Narrative of steps

1. Syrup arrives to the facility. Delivered by the producer and unloaded at the loading dock (labeled with an "a" in pink highlighter on the map).
2. It is then stored near the loading dock in drums, with clear organic signage on each drum (location is labeled "b" on the map).
3. When bottling occurs, the syrup is transported to the Multi-Purpose Kitchen in sealed drums (via the route marked in yellow highlighter). The Multi-Purpose Kitchen is in the back of the facility and labeled on the map.
4. Once in the kitchen, the drum is opened, emptied into a steam kettle, and then bottled in 12 oz bottles.
5. After bottling, the bottles are labeled at the box station (right beside the Blast Freezer on the map).
6. The bottles are boxed, then stored on pallet racks (labeled "d" on the map).

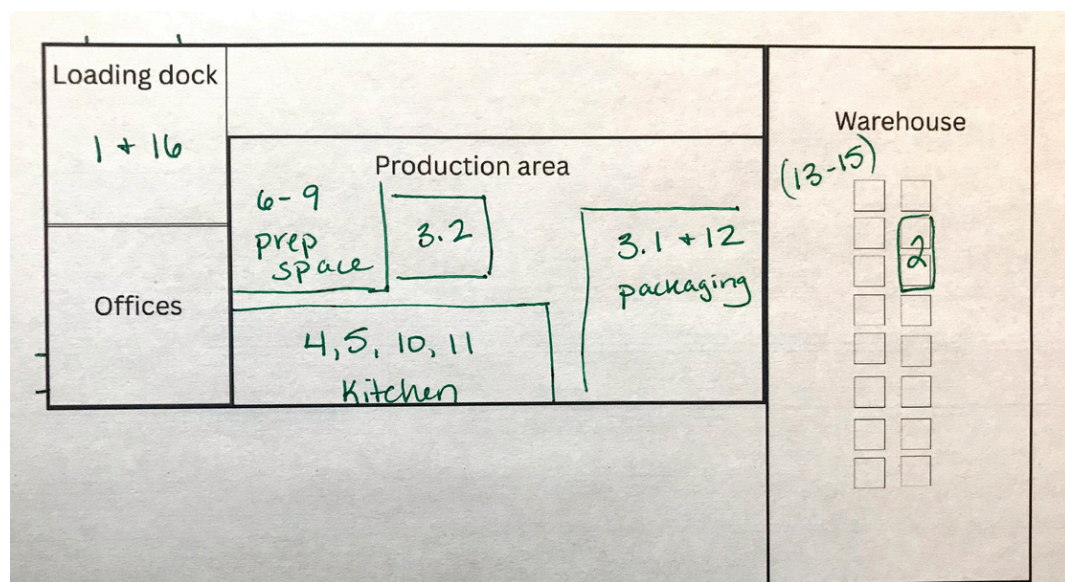


Example 3



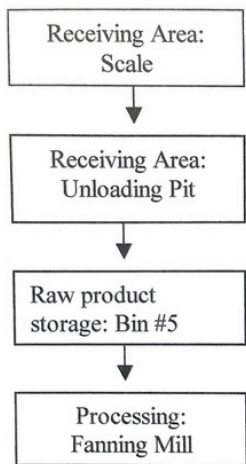
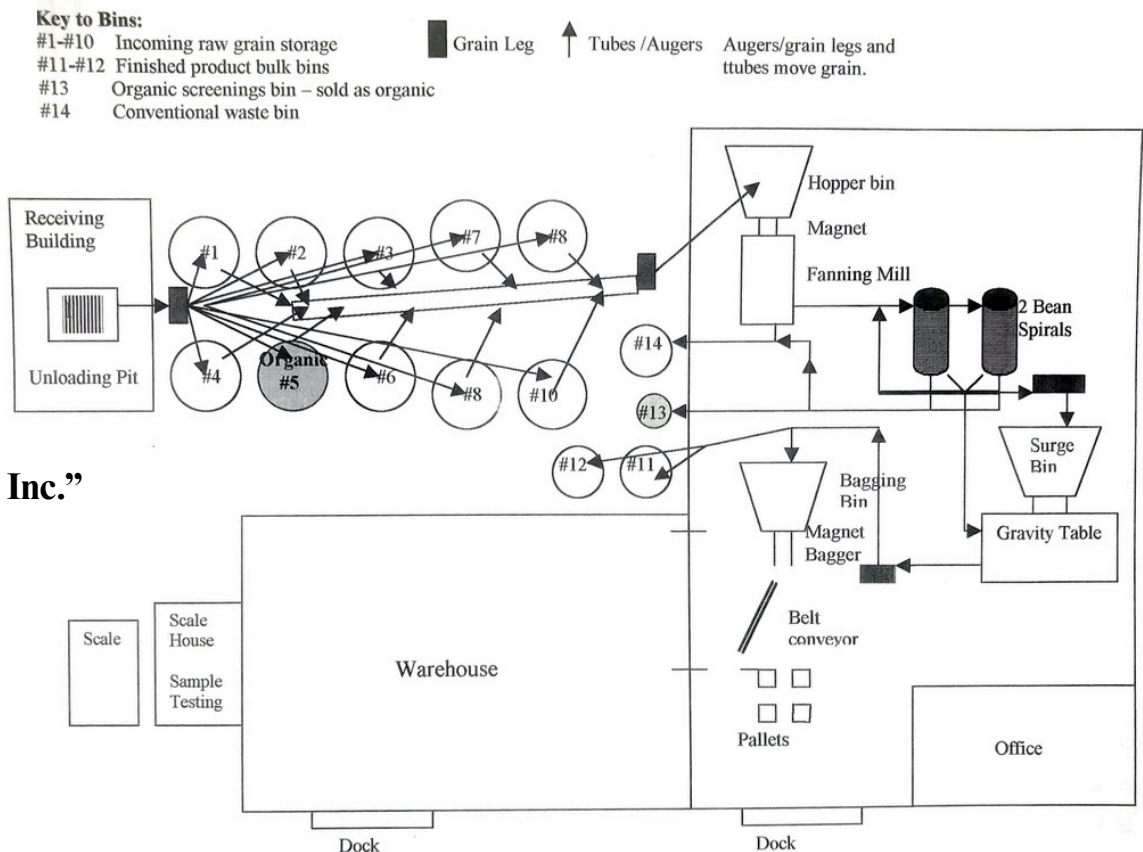
If different ingredients are added in different places or processing aids are used, please indicate where/when in your diagram.

An inspector will walk through the facility and see where each step takes place in the process.

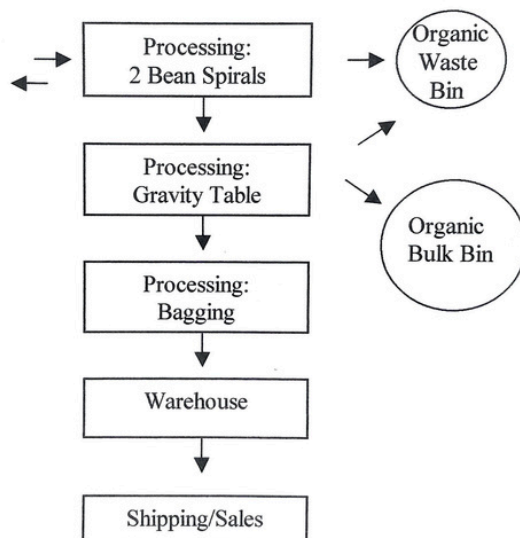


Example 4

**“Grain Commodities, Inc.”
Facility Map**



**“Grain Commodities, Inc.”
Process Flow Diagram for
Organic Only**



Arrows incorporated into your facility map can be helpful to illustrate the movement of ingredients through the facility from the time they arrive, through production, to the time they leave as finished product.

Other Records

Records are an integral part of organic certification and inspection. The records listed below are important to maintain and are used to verify your Organic System Plan. Please contact VOF with any questions.

- ☐ Product list➤ A complete list of all products, including brand name, being requested for certification
- ☐ Product formulation workbook➤ A list of all ingredients, processing aids, suppliers, and product formulas
- ☐ Organic certificates and receipts for ingredients➤ Include the system summary pages and ensure certificate is not out of date
- ☐ Product labels➤ Copies of current labels and marketing materials; certification documentation for any organic products purchased for resale, Private Label Agreement(s) for co-packed products
- ☐ Non-organic ingredient declarations and natural flavor documentation➤ Verify the allowance of all non-organic ingredients and processing aids when applicable
- ☐ Facility map(s) & process flow(s)➤ Identify all areas and/or equipment used in processing; can be hand-drawn
- ☐ Cleaners & sanitizers, SOPs➤ Cleaning and sanitizing materials and cleaning/sanitizing Standard Operating Procedures available to view
- ☐ Records for lot numbering➤ Including but not limited to: incoming ingredients, ingredients in storage, final products, purchase invoices, batch recordkeeping systems, and sales invoices
- ☐ Organic integrity records➤ Records for clean transport units, pest control logs, cleaning logs, other agency facility audits as applicable
- ☐ Quality control records➤ Quality control plan, OCPP or HACCP plan and how it's followed, if applicable, or VT Health Dept inspections
- ☐ Supply chain documents➤ Supply Chain map (may be maintained as a stand-alone document or described in your OSP), Uncertified handler affidavit(s)
- ☐ Organic Fraud Prevention Plan➤ May be maintained as a stand-alone document or described in your OSP

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