



## TIPS FOR RECEIVING ORGANIC SHIPMENTS

Prevention of commingling and contamination in your facility starts at the receiving dock. Verification of each load before it enters your facility is an important organic control point for maintaining the integrity and certification eligibility of your products. Use this checklist as a starting place for building out your customized product receiving standard operating procedure.

### Verify the product:

- ☐ Check that the product labeling matches the shipping documents.
- ☐ Check the labeling for nonretail containers, they must:
  - ☐ Be labeled as organic.
  - ☐ Have a production lot number, shipping identification, or other unique information that links the container in an audit trail.
- ☐ Obtain a copy of the supplier's organic certificate and addendum. You can use the USDA's Organic Integrity Database to find it.
  - ☐ Make sure the certificate and addendum clearly match the shipping documents, unique identifier, and organic identifier.
    - ☐ Operation Name and Address;
    - ☐ Documents are valid and standard;
    - ☐ Issue date is within 12 months of receiving the product; and
    - ☐ The specific product is listed.

### Verify shipping documents:

- ☐ Shipping documents, like bill of lading, manifest, and invoice, must identify the product's organic status and be traceable back to the last certified operation.

### Inspect for contamination and commingling risk in the transportation vessel:

- ☐ Inspect packaging for signs of damage, moisture, foreign debris, or prohibited substances.
- ☐ Inspect the vehicle for any evidence of contamination or commingling.

### If your product is bulk or unpackaged:

- ☐ Verify if there are any nonorganic products in the same truck or vessel, like a barge or train, and assess for commingling risk.
- ☐ Obtain documentation of cleaning before organic transport, such as a Clean Truck Affidavit, supplied by whoever is responsible for transport.
- ☐ Inspect the delivery vessel for any obvious signs of inadequate cleaning.
- ☐ Ensure that your receiving areas are clean and ready to unload organic product. Bulk receiving equipment such as dump pit, augers, bulk liquid links, and storages are of particular concern for cleaning.
- ☐ If you receive product in sealed trucks, verify the seal number against shipping documents and confirm the seal is intact before breaking it.

### Document the shipment in your records:

- ☐ Record all lot numbers on arriving organic products.
- ☐ File all paperwork according to your OSP.

## SOURCES CITED

USDA, Agricultural Marketing Service. *Organic Integrity Database*. Retrieved from <https://organic.ams.usda.gov/integrity/>

USDA National Organic Program, [7 CFR §205.103](#).

USDA National Organic Program, [7 CFR §205.307](#).



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