



BRIEF OVERVIEW

Company evolved from the business entity established overseas in 1987 for the purpose of marketing the South African Rooibos tea in Europe. It has been trading in USA since 1996 and it was incorporated in 2003 - company full name: J&R Port Trading Inc.

Company core business is the Import or re-sell and Distribution of herbal teas using own brand of packaging and also small scale blending and flavoring of teas. The average monthly volume of all teas sold is around 310 LB. (see attached J&R Product List) We purchase our products/material only from known, verifiable and certified businesses.

Company operates as a small business (home based) from the processing / storage unit area (about 240 square ft) and it is supplying trade and other small business and co-op type establishments.

PRACTICES AND PROCEDURES

PROCESS

The attached flow chart (where applicable) is indicating the process and the paper trail and records as required by the NOP regulations. All organic teas comply with the minimum of 95% NOP, however non flavored teas are 100% certified as shipped to us with the USDA approval / label and the corresponding Organic certificates. The relevant applicable records are available for audit and are kept for the period of 5 years.

All the necessary caution and practices are applied when handling the organic products to protect the organic integrity and possible contamination. Our handling procedures prohibits to re-used of any packaging material or storage bins which have not been thoroughly cleaned or sterilized. Strict hygiene is enforced during the process. Vacuuming and general cleaning of premises is done on daily basis. Floor wash is done on weekly basis or as needed to comply with the above.

ORGANIC PRODUCTION HANDLING SYSTEM USED

As per the attached Flow Chart. (where applicable)

UNOPENED - Certified Organic Products are sold as supplied i.e. products are packed in bags or boxes of various sizes and weights. The sealed 20 teabags pouches are sold as supplied/per carton or the sealed 20 tbs. pouches are enclosed in the relevant / allocated tea box.

Company records used: Organic certificates, batch numbers, date of purchase, date of sale, Invoice #qty. and cost relevant to the individual item.

OPENED - Tea portioning process

The Original bulk package (bag or box) is open and the relevant product is portioned in to a smaller size packaging.

Only one products is processed at the time, to avoid any possibility of contamination from other products. The working surfaces are properly cleaned and the strict hygiene conditions are observed.

Equipment and material used:

portioning scoops, FDA approved bags, scales and 12" and 16" heat sealing machines.

BLENDING

The original bulk package is open and the material is scooped into mixing machine (as per the relevant recipe)

All the ingredients used are recorded in the Blending / Flavoring

Log book. The log book indicates the date of processing, the type of tea used, batch numbers used, qty / weight processed, ingredients description, batch numbers and qty of ingredients used.

d. LABELING:

Product identification label incorporating the relevant weight, Organic Certification reference and batch label, Company information label and where applicable - product preparation label.

Documentation: Records (as per above)

e. STORAGE:

Bulk products are stored as received or when portioned in sealed bins and organic products in allocated racks or in cartons. Boxed tea (20 and 40 tbs.) are stored in cartons identified by type, date and batch number.

f. SANITATION:

Equipment

The log book is kept to reflect the dates / check list for the cleaning and sanitation.

Only the recommended and approved cleaning chemicals are used in this process.

g. PEST CONTROL:

Preventive pest control is introduced, to avoid any possible pest contamination. The log book for this purpose is kept and dated indicating the chemicals and equipment used. Placement of the generally used traps or items used is indicated on the floor layout.

h. PROBLEM - COMPLAINS log book

Dated Records of all complains and problems are kept and opened for inspection.

For more information please call: 310-514-3633 or

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