



CCOF

Organic Certification Trade Association Education & Outreach Political Advocacy

How to Add Acreage To Your CCOF Certification

To add additional acreage to your existing certification, please complete the following steps:

1. **Complete section G2.0 “Parcel Information”** of the Organic System Plan (available at www.ccof.org/forms.php or www.ccof.org/osp.php or by calling the CCOF office).
2. **Submit completed form and supporting documentation to CCOF** by fax, mail or email to the fax number, address or email address below.
3. **Await review by CCOF** and respond to any requests for additional information. Once CCOF has determined that the information is complete, we will assign an inspector.
4. **Respond promptly when contacted by an inspector.** To coordinate inspection schedules and track the inspection process, please contact your Regional Service Representative (RSR). A listing of RSRs can be found at www.ccof.org/rsr.php.

Please do not wait until your inspection to submit a request to add additional acreage. Please inform CCOF of new acreage by following the steps above as soon as possible. CCOF must review the additional acreage request for compliance prior to inspection. The CCOF inspector must visit the acreage to ensure farming practices remain as represented in the existing organic system plan.

Land and crops must be inspected prior to harvest, and each parcel must be approved and listed on your CCOF Organic Client Profile prior to sale of crops as “organic”. Sale of crops as “organic” from land not listed on your certificates may jeopardize your certification and is a violation of the National Organic Program regulations.

Tips for a successful add acreage process:

- Leave sufficient time for submission, inspection and review. If you are approaching harvest, please consider enrollment in CCOF’s Expedited Certification Program. Enrollment forms are available from CCOF or online at www.ccof.org/forms.php.
- Provide a complete application include appropriate county or other third party land use information. If information is not available, please clearly describe your attempts to secure it.
- Complete the G2.0 form completely
- Pay applicable additional acreage charges and inspection fees promptly.

To reduce costs, add acreages should be submitted immediately after taking over management of new fields/parcels/etc. CCOF will combine annual and add acreage inspections whenever possible. CCOF charges modest administrative fees for processing add acreage requests as described in CCOF Manual I at www.ccof.org/standards.php. Add acreage and inspection fees must be paid to remain certified but are not required prior to completion of the process.

CCOF clients in good standing may add acreage to their existing operations when the Organic System Plan in place is valid and applicable to the new land being added to the operation. Add acreages are appropriate for expansion of crops already farmed using CCOF approved system. CCOF cannot add acreage for operations under proposed suspension, revocation or with outstanding non-compliances.

CS-A-14, V1,R1 3/15/08



Operation Name: _____ Date: _____

- ▶ Please complete a separate form for each physically separate, non-adjacent parcel.
- ▶ This form may also be used to add acreage to an already certified operation.

A. PARCEL LOCATION AND DESCRIPTION

- 1) Total acres to be certified organic at this location: _____
- 2) Field name or code: _____
- 3) Street address: _____
- 4) City: _____ County: _____
- 5) State/Province: _____ Country: _____
- 6) County Assessor's parcel number, Section/ Township/ Range, or other legal description: _____
- 7) Pesticide Use Site ID Number: _____
- 8) Do you: Own this parcel Lease this parcel Manage this parcel Other: _____
- 9) When did you begin managing this parcel? M ____ D ____ Y ____
- 10) When do you plan on harvesting a certified organic crop from this parcel?
Please note that crops harvested prior to inspection cannot be certified. M ____ D ____ Y ____
- 11) List crops grown on this parcel, with the acreage for each crop. Attach a list if necessary.

Crop	# of Acres	Crop	# of Acres	Crop	# of Acres

B. MAPS

- 1) Please attach a map of the parcel listed above. The map may be an Assessor's Parcel Map, an aerial photo, or other map that **clearly shows the boundaries of the parcel.**
- 2) Include the following information:
 - Neighboring land uses (such as non-organic crop land, pasture, diversion ditch, etc.).
 - Nearest public roads and directional arrow.
 - Landmarks such as railroad tracks, windrows or hedges, riparian areas, permanent beneficial habitats, buildings, etc.
 - If your irrigation source is used for the application of prohibited materials to non-organic land, show a piping diagram of valves and/ or backflow prevention devices that prevent contact with prohibited materials, or attach a separate map.



Operation Name: _____ Date: _____

C. LAND HISTORY

Any land used to produce crops that will be sold or represented as 'organic' must have had no prohibited substances applied to the land or crop for at least 3 years preceding the date of harvest of the crop.

- 1) Date of Last Prohibited Material application (DLPM): M ____ D ____ Y ____
- 2) Material(s): _____
- 3) CCOF requires at least two sources of land history documentation in order to verify land history. Your land cannot become certified organic until **both** forms of land history documentation described below has been reviewed and approved by CCOF.

Check which documents are ATTACHED:

A) At least one source must be from a government agency (preferred) or an independent, non-governmental agency:

- If in California, a letter from local Agricultural Commissioner's office describing the last date of prohibited material application based on review of Pesticide Use Reports submitted.
- If in California, printouts of Pesticide Use Reports from the County Agricultural Commissioner for the last three 3 years, or since date of last prohibited materials use, **including** all months when no pesticides were reported.
- Copy of approved California Department of Food and Agriculture Organic Registration listing the parcel.
- If outside of California, letters or records from other government agency or independent, non-governmental agency with knowledge of the land's history, (such as irrigation district, conservation district, BLM, or similar).
- If the field is certified under another operation, a copy of the certificate and verification that there has been no lapse in organic management.

B) One source should be from the manager, owner or someone with knowledge of the land's history:

- If you managed the land for the past three years please complete and sign the table below.
- If you have not managed the land for the past three years, a signed and dated affidavit from the previous owner or manager of the land for the last three years stating all input materials used.
- Printouts or letters from contract applicator or supply companies showing materials purchased and/ or applied.
- Signed and dated affidavit from neighbor who has knowledge of the land's history.

- 4) List the land use for the last 3 years (if less than 3 years has passed since the last prohibited material application, you may begin with that year). List all materials used. Please attach a separate page if you need more space.

Year	Crops or land use	Brand Name of all fertilizers & pest control substances applied	Application Date(s)
This year 20____			
Last year 20____			
2 years ago 20____			
3 years ago 20____			

The information provided above is complete and accurate to the best of my knowledge:

Name Signature Date

CCOF Expedited Certification Program

CCOF rush service: when you need organic certification fast

CCOF is dedicated to providing efficient, professional, cost-effective service. All applications and special requests are processed in the order received. Due to the importance and complexity of the application review, inspection, and compliance review process, CCOF recommends that certification applications are submitted 12 weeks prior to organic harvest, projected sales or other deadlines.

For special situations with short certification time frames, CCOF provides expedited services to meet your needs. To enroll sign up below and fax the completed form with payment to CCOF at (831) 423-4528.

Who is this program for?

- Operations that are capable of compliance but have not allowed sufficient time to undergo the certification process. Examples include operations with impending harvests, market releases or product launch deadlines.
- Operations that wish to finish the certification process as soon as possible.

What will CCOF provide?

- Your application receives top priority processing. All correspondence will be emailed, faxed or shipped to you as efficiently as possible.
- CCOF will begin securing an inspector immediately. Once your application is reviewed and accepted, your inspection will occur as soon as possible based upon inspector availability and your schedule.
- The inspection report will be submitted to CCOF within 2 business days of the inspection.
- CCOF will review the inspection report upon receipt and identify outstanding issues, or grant certification within 3 business days.

Can certification be guaranteed by a certain date?

- No, certification is dependent upon compliance on-site, quality of your application and the inspector's findings. CCOF will expedite the process, but many factors affect the final certification decision.

How much does expedited service cost?

- \$1475 for new certification applicants. Includes \$275 initial application fee.
- \$1200 additional facility added to existing certification.
- \$750 for new acreage at existing farming operation.
- Inspection and annual certification costs still apply. While CCOF makes every effort to minimize inspection costs, expedited services may incur higher costs.

What is expected of the client?

- A complete application describing your organic practices is fundamental to organic certification and will be critical for CCOF staff to successfully expedite the process.
- Timely responses to information requests during the application and inspection review processes.
- Payment of expedited service fees and subsequent certification costs.

What if I don't enroll?

- CCOF will process your application as quickly as possible and provide you our best available service. Every effort will continue to be made to ensure the process continues efficiently.

Company Name _____

Name _____ Signature _____ Date _____

Payment Information: A check in the amount of \$ _____ is included payable to CCOF.

Please charge my credit card: (please select) MC Visa AmEX

Amount \$ _____ Credit Card Number _____

Cardholder Name _____

Billing address _____

Expiration Date _____ Security Code _____ Signature _____

Start the Organic Certification Process Today!



Organic Farm Request For Land History Verification

Date: ____/____/____

Dear _____ County Agriculture Commissioner,
(county name)

As part of my application for organic certification with CCOF, I am required to submit land history verification to establish my eligibility for "organic". Please provide the information listed in either A, B or C for each location listed below.

**Please promptly send this documentation with a copy of this form to:
CCOF, 2155 Delaware Avenue, Suite 150, Santa Cruz, CA 95060. Fax: 831-423-4528**

TO BE COMPLETED BY FARMER:

Farm Name _____

CDFA Organic Registration # _____

Restricted Materials Permit # _____

Sites (Address, APN or Site I.D.):

1. _____

2. _____

3. _____

4. _____

INFORMATION REQUESTED FROM COUNTY:

A. A dated, signed letter indicating the dates and locations of any use of materials prohibited by the National Organic Program regulations during the previous 36 months

OR

B. The Pesticide Use Reports that have been submitted to and reviewed by the County Agriculture Department during the previous 36 months

OR

C. If no Pesticide Use Reports have been submitted during the previous 36 months, please complete below:

I, _____ (name), have reviewed the information on file with our office for the site(s) listed above, and verify that no Pesticide Use Permits have been submitted to our office for at least three years from the date above.

Signature: _____ Title: _____

THANK YOU