



Operation Name: _____ Date: _____

- ▶ Complete this form for each individual product you process or physically handle (i.e. Sumatran coffee, French Roast, etc.), or for a general product (i.e. coffee).
- ▶ Applicable to both single and multiple ingredient products.

A. GENERAL INFORMATION

How you complete this section affects the appearance of products on your certificate and within printed and online directories. Please note that CCOF reserves the right to modify product listings to reflect directory naming conventions and other standards.

- 1) **Basic Product Category** (Will appear in Annual Organic Directory and online. Ex: Pie, Salad, Almonds, Coffee):

- 2) **Product Detail** (ID's product specifics, does not appear in directories. Ex: Strawberry flavor, mixed greens, Honey Roasted):

- 3) **Brand:**

 - None
 - a) Do you package this product for a private label customer? Yes No
If yes, complete Private Label Co-packer Profile section H2.6. Attached
 - b) Are you requesting CCOF International certification for this product? Yes No
If Yes, which international market or standard verifications do you require?
 EU Japan Korea Other: _____

- 4) List facility or facilities where product is processed:

Name	City	State	Contact	Certifier

- a) Attach valid organic certificates Certificates attached

5) Describe production season:

B. NONORGANIC INGREDIENTS

- 1) Attach specification sheet(s) for each nonorganic ingredient used. Not applicable Attached
- 2) Attach verification that the nonorganic ingredients have not been irradiated, produced from genetically engineered sources, or treated with sewage sludge. Attached
- b) For finished products labeled "organic" containing nonorganic agricultural ingredients, complete Ingredient Commercial Availability OSP section, H2.7. Attached

C. PROCESSING AIDS

- 1) List (or attach a list) all processing aids used during processing of this product. Not applicable Attached

Processing aid	Function	Vendor	Organic (Y/N)	Certifier

- 2) Attach valid certificate for each organic processing aid listed above. Attached
- 3) Attach specification sheets for nonorganic processing aids. Attached



D. PRODUCT COMPOSITION- USE FOR SINGLE AND MULTI-INGREDIENT PRODUCTS.

- 1) **Product name:** _____
- 2) Is water an ingredient in this product? No Yes; _____%
- 3) Is salt an ingredient in this product? No Yes; _____%
 - a) If Yes, attach specification sheet. Attached
- 4) Attach organic certificates for each organic ingredient and/or vendor listed below. Attached
- 5) Complete table below or provide a separate page with all requested information. Attached

- **Exclude water and salt in all calculations in the table below.**
- *Dry ingredients: divide total net weight of combined organic ingredients by total weight of finished product.*
- *Wet ingredients: divide total volume of organic ingredients by total volume of finished product.*
- *Both wet & dry: divide combined weights of organic solids and liquids by total weight of finished product.*

Ingredient (or product)	Quantity	Units (lbs, oz.)	Vendor (For organic ingredients, name last certified vendor)	Organic (Y/N)	Certifier (if any)	CCOF Use Only

- 6) Calculate the percentage of organically produced ingredients (for multiple ingredient products only). Not applicable

Total Weight or Volume of Organic Ingredients:		÷	Total Weight or Volume of Formula: (excluding water and salt)		x	100	=		% Organic Ingredients
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≥ 95% organically produced ingredients may be labeled "Organic"
 ≥ 70% organically produced ingredients may contain the statement "X% organic ingredients". The term "organic" may not be used.

E. LABELS AND LABELING

The information panel of a product labeled "Organic" must include the statement "Certified organic by CCOF". Non retail containers for shipping and storage must display name and address of the person or organization responsible for production, preparation, and distribution, the name of the product, the organic status of the product, and a lot number or other information insuring traceability. It is strongly advised to identify CCOF on bulk containers, produce boxes and other non-retail containers.

- 1) In what form do you package this product? Retail Wholesale No package (explain): _____
- 2) Product will be labeled: Organic "X % organic ingredients".
- 3) Attach 8.5 x 11" copies of all labels (package, storage, and shipping, including labels for export markets) Attached None