



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:** _____

- a) Do you package this product for a private label customer? None 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 Canada 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

Not applicable

Organic ingredients must be used in products labeled "organic", however nonorganic ingredients are allowed when organic forms are not commercially available, or if they appear on the National List. Nonagricultural ingredients may only be used if they appear on the National List. (See formulation on next page).

- 1) Attach specification sheet(s) for each nonorganic ingredient used. 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

Not applicable

Processing aids for organic products must appear on National List, and may not be the product of genetically modified organisms (GMOs) or produced with the use of irradiation or sewage sludge. Processing aids for products labeled "100% Organic" must be organic.

- 1) List (or attach a list) all processing aids used during processing of this product. 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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Note: 100% organically produced ingredients may be labeled "100% Organic" or "Organic".
 ≥ 95% organically produced ingredients may be labeled "Organic", if all agricultural ingredients are organic or not "commercially available" as organic AND listed on the National List 205.606.
 ≥ 70% organically produced ingredients may be labeled "Made with Organic (specified ingredients)".

E. LABELS AND LABELING

The information panel of a product labeled "100% Organic" or "Organic" must include the statement "Certified organic by CCOF", or similar phrase, **beneath** the name of the handler or distributor. Non retail containers for shipping and storage must display lot number if applicable and may display name or seal of certifying agent USDA seal or organic identification.

- 1) In what form do you package this product? Retail Wholesale No package (explain): _____
- 2) Product will be labeled: 100% Organic Organic Made with Organic (specified ingredients or ingredient type).
 Note: The label claim "100% organic" may only be used ON products that are composed entirely of ingredients that are certified as 100% organic. Specific verification from the ingredient certifier of 100% organic status may be required.
- 3) Attach 8.5 x 11" copies of all labels (package, storage, and shipping, including labels for export markets)
 Attached None