

Organic Certification Tips **CCOF**

Handler/Processor Tips



Notify CCOF before changing your operation in any way.

Changes may include: new locations, equipment, suppliers, cleaning, record keeping, etc. Submit Organic System Plan (OSP) updates before inspection, and make a copy for your records. Find OSP forms at: www.ccof.org/osp.php.

(NOP § 205.400)



Keep organic certificates for approved suppliers on-site.

Remember to look for:

- An issue date from within the last year.
- Reference to “NOP” or “USDA organic standards”.
- A current “profile” or “summary” listing specific products & brands, if applicable.

(NOP § 205.201; 205.404; 205.406(d))

Always submit labels for review before printing.

Use CCOF’s labeling guide: www.ccof.org/pdf/Cert_Labeling_Guide.pdf.

(NOP § 205 Subpart D)



Record all organic activities and keep documents for at least five years.

Your inspectors will review records to verify purchases, production, and sales.

(NOP § 205.103)

See other side for Grower/Producer Tips

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Grower/Producer Tips



Notify CCOF before changing your operation in any way.

Submit Organic System Plan (OSP) updates before inspection, and make a copy for your records.

Find OSP forms at:

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(NOP § 205.400)



Submit new parcels for review at least 90 days before expected harvest.

Additional fees apply for acreage submitted at inspection or less than 90 days before harvest.

Find add acreage forms at: www.ccof.org/forms.php.

(NOP § 205.201; 205.404; 205.406(d))

Always seek approval & update your OSP prior to use of new materials.

- Use the OMRI and WSDA lists to find pre-reviewed materials for organic production.
- For non-listed materials, submit a material review request form (MRRF) to CCOF.
- Follow CCOF's step-by-step instructions at: www.ccof.org/certificationassistance.php.

(NOP § 205 Subpart D)



Keep complete records of activities on the farm.

Records may include: input records, input invoices, harvest records, sales records, bills of lading, weight tags listing lot numbers, etc.

Find sample record keeping forms at: www.ccof.org/certificationassistance.php.

(NOP § 205.103)

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