



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

► Complete this form only if you provide organic services for other operations that are not already described in H2.0 Organic Products or H2.5 Brokered Products. This includes processing or handling services for organic product that you do not own or take title to or if you provide fee for service processing.

**A. General Information**

1) Describe specific services you provide (ex: nut hulling, cooling, transloading). Services may be added to your CCOF Client Profile.

2) Does your service include formulating or processing multi-ingredient products?

Yes. Stop, do not complete this form. Complete [H2.0 Organic Products](#), [Product Application](#), [H2.0A Ingredient Suppliers](#), and [H2.0B Product Formulation](#).

No. Complete this form.

**B. Products**

1) List all nonorganic materials that directly contact organic products on your [Handler Materials Application \(OSP Materials List\)](#); e.g. processing aids, packaging aids, gases, wash water additives.

*Only materials included on your Handler Materials Application (OSP Materials List) may be used. It is your responsibility to verify that all materials are allowed before you use them.*

Attached  Not applicable, no materials used

2) Do you purchase or supply ingredients as part of your service?

Yes  No  Sometimes

a) If sometimes, please explain:

b) If yes or sometimes, complete [H2.0 Organic Products](#), [Product Application](#), and [H2.0A Ingredient Suppliers](#), and skip to section C of this form.  Attached

c) If no, how do you verify that incoming customer products are certified organic? Select all that apply.

*Your inspector will verify that you maintain current organic certificates for your customers and that certificates list the products or parcels represented as organic.*

Request CCOF approval of each new customer prior to accepting or handling any organic shipments and verify that product or parcel is listed on certificate prior to providing service.

Request a current organic certificate with each incoming shipment and verify that product or parcel is listed on certificate prior to providing service.

Request a current organic certificate annually and verify that product or parcel is listed on certificate prior to providing service.

Other (describe):

3) Do uncertified operations use your services for organic products?

*Providing services to uncertified handlers requires additional audit trail verification at inspection.*

No  Yes, attach an [Exempt Handler Affidavit](#) (EHA) for each uncertified handler. CCOF will review to determine if certification is required.

**C. Labels**

1) Do you label products or repack products into other packaging that displays organic claims?

Yes  No  Sometimes  Not applicable, no package

a) If sometimes, please explain:

b) If yes or sometimes, complete the [Product Application](#) and attach label(s).  Attached

*Labels must be pre-approved by CCOF prior to use, even if you do not design or control them.*



- 2) Do you use any nonretail containers (examples: boxes, bins, totes, bags, etc.) for shipping or storage of organic products?
- *Nonretail containers are any container used to ship or store organic products, other than containers used for retail sale. This includes temporary signage applied to unpackaged product during shipping and storage.*
  - *Nonretail containers must identify product as organic (not required if container holds product packaged for retail sale with organic status identification visible through the nonretail container).*
  - *Nonretail containers must display product lot number, shipping identification, or other unique information that links the container to audit trail documentation.*
- Not applicable, no nonretail containers used.
- Yes. Nonretail labels attached, indicate where lot number will appear. If you use a template for labels, submit an example of each unique template with a description of what information changes.

**D. Storage Facilities**

1) If off-site facilities are used to store organic ingredients or products, complete this table or attach a list with this information.

- Not applicable, no off-site storage     List Attached

Storage Facility Name & Location	Ingredients/Products Stored	Documentation
		<input type="checkbox"/> OC* <input type="checkbox"/> EHA**
		<input type="checkbox"/> OC* <input type="checkbox"/> EHA**
		<input type="checkbox"/> OC* <input type="checkbox"/> EHA**
		<input type="checkbox"/> OC* <input type="checkbox"/> EHA**

\*Attach the Organic Certificate (OC) for each certified storage facility listed above.

\*\*For any uncertified facilities listed above, attach a CCOF [Exempt Handler Affidavit \(EHA\)](#). EHA must be completed by the uncertified storage facility manager. *Product must be enclosed in sealed, tamper-evident packages or containers when received by the storage facility and must remain in those packages or containers throughout storage. In addition, the facility may not handle the product in any way other than storage. CCOF will review the EHA and notify you if certification of the storage facility is required.*