|  |  |  |  |
| --- | --- | --- | --- |
| **Operation Name:** |  | **Date:** |  |

* Complete this form if you manufacture, process, label, physically handle, broker, trade, distribute, resell organic products or contract another certified operation to process and/or package organic products in your brand or label (private label brand owner).
1. **Organic Products and Ingredients**
2. For ingredients listed on your [**H2.0A COR** **Ingredient Suppliers**](https://www.ccof.org/resource/h20a-ingredient-suppliers-canada)and[**COR Handler Materials Application (OSP Materials List)**](https://www.ccof.org/resource/handler-materials-application-osp-materials-list-canada), do you source and procure the ingredients and materials?

[ ]  Yes [ ]  No [ ]  Not applicable, no ingredients/materials sourced.

|  |  |
| --- | --- |
| * 1. If no, indicate who sources these ingredients or materials:
 |  |

1. If you are a **private label owner/marketer** who contracts an independently certified co-packer to produce your branded products, do you purchase, take title to, or take physical possession of ingredients?

[ ]  Not applicable, not working with co-packers. Skip to question A3.

[ ]  No, co-packer sources and procures ingredients. Skip to section B.

[ ]  Yes, I source ingredients.

1. If sourcing ingredients, choose all that apply:

[ ]  I select suppliers.

[ ]  I purchase ingredients.

[ ]  I take physical possession of ingredients for storage and ship them to my co-packer.

1. If sourcing ingredients, select which of the following applies:

[ ]  I provide all organic supplier information to my co-packer and each shipment to the co-packer directly connects back to the certified supplier. Skip to section B. *H2.0A COR not required.*

[ ]  I do not provide organic supplier information to my co-packer. *H2.0A COR required for organic ingredients. CCOF will list your organic ingredients on your organic certificate, along with finished products.*

1. How do you verify that all **supplier organic certificates** are current for all organic ingredients and products?

*Suppliers are listed on* [***H2.0A COR******Ingredient Suppliers***](https://www.ccof.org/resource/h20a-ingredient-suppliers-canada)*.*

[ ]  I request updated, complete certificates annually from each supplier.

[ ]  I require a current certificate for each shipment.

|  |  |
| --- | --- |
| [ ]  Other (describe): |  |

1. Who is responsible for approving new organic suppliers? How often do you switch suppliers, add new suppliers, make one-off purchases or do “spot purchasing” to prevent shortages? How do you ensure that new suppliers are compliant and approved prior to purchasing?

*Add new suppliers to your H2.0A COR form. Frequent changes may result in increased audit trail verification at inspection.*

|  |
| --- |
|  |

1. For formulations listed on your [**H2.0B COR** **Product Formulation**](https://www.ccof.org/resource/h20b-product-formulation-sheet-canada)form(s), do you control recipes/formulas for products (i.e. own, manage, or have knowledge of the formulation)?

[ ]  Yes [ ]  No [ ]  Some [ ]  Not applicable, single ingredient products only.

|  |  |
| --- | --- |
| * 1. If no or some, indicate who controls which formulations:
 |  |

1. How do you verify that only allowed **ingredients, materials, and product formulas** are used?

*Only ingredients, materials, and formulas appearing on your H2.0A COR, H2.0B COR, and COR Hander Application (OSP Materials List) as approved by CCOF may be used.*

[ ]  Submit to CCOF for review and approval prior to use, including new suppliers, ingredients, and updated formulas.

|  |  |
| --- | --- |
| [ ]  Other (describe): |  |

1. For finished products labeled “Organic” containing **nonorganic agricultural** ingredients, attach an [**H2.7 COR Commercial Availability**](https://www.ccof.org/resource/h27-commercial-availability-canada) form for each nonorganic ingredient.

[ ]  Attached [ ]  Not applicable, no nonorganic agricultural ingredients.

1. **Facilities**
2. Are products handled at multiple facilities?

[ ]  No. Skip to question B2 [ ]  Yes. Attach the following:

1. A list of the facilities: [ ]  Attached
2. Organic certificates for facilities other than your own: [ ]  Attached
3. A description of the flow of products between facilities: [ ]  Attached
4. If you have other operations (co-packers) produce products for you at their facility, list co-packers below and attach their certificates.

*Certificates for private label products must list branded products specifically.*

[ ]  Attached [ ]  Not applicable, no co-packers.

| **Co-packer Facility Name**  | **Facility Address** |
| --- | --- |
|  |  |
|  |  |
|  |  |

1. How do you verify that all **co-packers’** organic certificates are current for all co-packed organic products?

[ ]  Not applicable, no co-packed products. [ ]  I request updated, complete certificates annually listing specific branded products.

|  |  |
| --- | --- |
| [ ]  Other (describe): |  |

1. If off-site facilities are used to store organic ingredients or products while **unsealed** or in **permeable** **packaging**, complete this table, or provide an attachment with this information.

[ ]  Not applicable [ ]  Attached

| **Storage Facility Name & Address** | **Ingredients/Products Stored** | **Documentation** |
| --- | --- | --- |
|  |  | *[ ]  OC\* [ ]  SFA\*\** |
|  |  | *[ ]  OC\* [ ]  SFA\*\** |

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

\*\*For any non-certified facilities listed above, attach a [**COR Storage Facility Affidavit**](https://www.ccof.org/resource/cor-storage-facility-affidavit) (SFA).

1. **Labeling**

*Organic labeling guidelines are available at* [*www.ccof.org/labeling*](http://www.ccof.org/labeling)*. Submit all labels for all organic products.*

1. How do you verify that only allowed labels are used?

|  |  |
| --- | --- |
| [ ]  Not applicable, no package. Explain: |  |

[ ]  Submit to CCOF for review and approval prior to printing.

|  |  |
| --- | --- |
| [ ]  Other (describe): |  |

1. Do you package any products for private label/marketer customers?

[ ]  Yes [ ]  No

* 1. If yes, is the Private Label Owner/Marketer CCOF certified for this product?

**[ ]**  Yes [ ]  No. Complete a [**COR Co-Packer Application**](https://www.ccof.org/documents/co-packer-application-canada).