Organic Farm Certification Support Package

This packet was created to help you find resources, understand certification issues, maintain compliance with organic standards, and ensure your continued certification with CCOF. It contains information about the organic certification process, answers to common questions, and a series of simple forms to assist you with meeting record keeping requirements.

The sample forms can be copied and used as updates to your Organic System Plan (OSP) and/or used throughout the year and made available at your inspection(s) for review. Feel free to adapt them as necessary to meet the specifics of your operation.

Basic Requirements for Grower Certification

To certify a farm both the land and management of the land must be certified. Land must be free of prohibited materials for at least three years to qualify for certification. You will need to provide information on how the land has been managed for the past three years to confirm this.

You will explain your operation and management of the farm in the application, called the Organic System Plan (OSP). This is where you tell us what you are doing (what crops are being raised), how you are doing it (what are your farming practices), and what you are using (what seeds, inputs, etc. you use).

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Updated March 6, 2019
Organic Growers/Producers

CERTIFICATION TIPS FOR SUCCESS

Notify CCOF of changes to your Organic System Plan that may affect compliance.

Organic System Plan (OSP) changes may include new parcels or other practices where you are unsure if you meet organic standards, and can be made by updating your forms or contacting us. Minor updates can be made at inspection. Notify us of any application of prohibited substances or positive residue tests. Search for OSP forms at www.ccof.org/documents.

(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/documents.

(NOP § 205.201; 205.404; 205.406(d))

CCOF recommends verifying approval of materials prior to use.

Use of materials prior to approval by CCOF is at your own risk.

» Your OSP Materials List, found in MyCCOF, is your list of approved materials. You can easily update materials and find pre-reviewed materials on the OMRI, WSDA, or CCOF lists by contacting us or visiting www.ccof.org/materialssearch.

» Materials may be updated by phone, email, or mail, or by using a Material Review Request Form (MRRF).


(NOP § 205 Subpart D)

Keep complete records of activities on the farm.

Necessary information may include input application records and purchase invoices, harvest records, farmers’ market load lists, sales records, bills of lading, weight tags listing lot numbers, etc. Find recordkeeping tools at www.ccof.org/certification/help.

(NOP § 205.103)
Frequently Asked Questions - Organic Farms

Additional FAQs can be found online at [www.ccof.org/faqs](http://www.ccof.org/faqs)
Standards updates and other resources: [www.ccof.org/certification-news](http://www.ccof.org/certification-news)

**Q: What is the Organic System Plan (OSP)?**
**A:** The certification application is called an Organic System Plan (OSP). A complete OSP is required by the National Organic Program (NOP). The OSP is a detailed description of the practices and procedures used by your operation to produce organic goods. Clients update their OSP as changes occur.

CCOF has developed a straightforward, comprehensive OSP as part of our organic certification application. The OSP leads you through the standards and addresses common production questions and concerns.

This document acts as an agreement between you and CCOF. It defines how you remain in compliance with organic standards and explains what you do, how you do it, and what you use to do it with. During your pre-certification and annual inspections, your CCOF inspector will verify that what you do in practice matches what is in your OSP.

**Q: How do inspections work?**
**A:** The purpose of organic inspections is to confirm that your operation meets the NOP standards and regulations both before it is certified and every year after as long as it remains certified. Inspectors do this by confirming that what you say in your application, called an Organic System Plan (OSP), is what you are doing in practice.

New applicants must have an initial inspection to become certified; existing clients will be inspected annually to maintain their certification. An inspection also occurs if you add acreage or a new facility to your operation. You will be contacted by an inspector to set up an appointment when an inspection is required.

You should be as prepared as possible for your inspection. Since you will be billed by the hour, the more prepared and organized you are, the less expensive the inspection will be. Inspectors will collect many kinds of specific information about your operation, which is used by CCOF to verify your certification. Your complete OSP, including all attachments, should be clear and readily available. Make sure all personnel, facilities, and any other necessary documentation are accessible.

During the inspection, your inspector must be able to test your “audit trail”, which requires records of all purchases, internal movement, and sales of inputs, ingredients, intermediates, and final products. Operations who sell organic and non-organic should have separate records for both types of products. Performing an audit can be a time intensive part of your inspection if your records are difficult to comprehend. In addition to your audit trail, please have available your input records, documentation of cleaning and purging of equipment, buffer crop disposal, organic seed sourcing, and any other activities. Remember that incomplete or confusing records may increase the cost of your inspection. Another way to reduce the cost of inspections is to be flexible about the scheduling. If an inspector can perform multiple inspections in the same area at the same time, the cost of travel time can be shared among all clients.

The inspector may request additional information from you during the inspection. Please respond to these requests promptly. If you are able to reply within 10 days, this information can be sent directly to your inspector and be included in the inspection report. If this takes longer, you should send it directly to the CCOF office.

Additional FAQs can be found online at [www.ccof.org/faqs](http://www.ccof.org/faqs)
Q: What buffers are required for organic parcels?
A: The NOP regulations do not have specific prescriptive requirements regarding distance for buffering your organic crop from potential contaminants. Prior to implementation of the NOP, 25 feet was used as a baseline for appropriate buffers. CCOF still uses this as a threshold of concern to guide our decision making process along with other mitigating factors such as physical barriers and agricultural practices.

The following NOP requirements are applicable when assessing borders and boundaries of certified operations:

- You must describe the physical barriers or management practices that prevent the contamination of organic crop or lands.
- You must also clearly define (signs, roads, fencing, etc.) the boundaries of your organic farm.
- You must incorporate preventative measures along your parcel boundaries. Examples include:
  - Notifying your neighbors in writing that your land is under organic management.
  - Posting “No Spray” or “Organic” signs along the boundaries of your parcels.
  - Requesting that the county road department not spray the roadways adjacent to your land.

Each situation will be judged on the merits of the specific case. Be sure to include all buffer situations in your Organic System Plan.

Q: What materials (fertilizers and pesticides) can I use for organic farming and livestock?
A: We make it easy for our clients to find out if a farm input is allowed. You can use OMRI and WSDA listed products as long as applicable restrictions are followed. Do you want to use a material that is not listed by OMRI or WSDA? We will review any non-listed material. All you need to do is submit a Material Review Request Form.

If you use a product without verifying if it is approved for organic use then you are taking a risk that the product may not be allowed and you may be putting your certification at risk. Be aware that products not on the OMRI or WSDA lists that claim to be allowed for organic production may not actually be allowed, as these labels/products are not regulated. Always check with CCOF before you use a new product!

CCOF does not review blended liquid fertilizers that exceed a nitrogen analysis of three and are not OMRI or WSDA listed. Only liquid fertilizers listed by OMRI or WSDA will be allowed for use by CCOF certified operations.

The NOP does not produce a list of brand name products allowed for use in organic production; however, if you are trying to figure out what materials the National Organic Program standards allow then look to the following sections in CCOF National Organic Program Standards Manual:

- Section 205.203 addresses soil fertility products and practices.
- Section 205.206 addresses pest control practices.
- Section 205.238 addresses livestock health care practices.
- Section 205.601 through 205.604 is the National List of allowed and prohibited substances for organic production.

It is important to note that the U.S. EPA does have a label "for organic use" that indicates that the pesticide product has been reviewed and approved by the EPA for organic production. The EPA does not list approved products but approved products do have the "for organic use" language on the label.

Q: What is required for record keeping?
A: Record keeping is an essential part of the organic certification process. The regulations do not say exactly how these records should be kept, so you are free to use whatever system works best for you. Your Organic System Plan (OSP) indicates which records you need to maintain. However, some farmers and processors have difficulty keeping records that are clear, accurate, and thorough enough for CCOF to make a certification decision. For this reason, CCOF has a number of sample forms available for you to make copies of and use directly in your operation. In this packet, there are sample forms to help you keep track of seed plantings, farm inputs, equipment cleaning, harvest activities, and more. CCOF can
provide you with other sample forms at your request. In addition, ATTRA has created a number of sample forms which can be found on their website: www.attra.ncat.org/organic.html

Q: What are the organic labeling requirements?
A: There are three major categories of labeling of organic products. The "100% Organic" label may be used on any processed product that is entirely organic. "Organic" may be used to label raw agricultural products (i.e. organic apples) and processed products that are at least 95% organic. The "Made with Organic [ingredients]" label is used for products that are at least 70% organic, as long as the remaining non-organic ingredients do not include GMOs (genetically modified organisms), are not irradiated, and are not grown using sewage sludge. Products that contain less than 70% organic are also covered in the NOP, but producers of these products are not required to be certified. There are some fine points regarding processing aids and use of certain ingredients that influence labeling, so labels should be submitted to CCOF for approval before they go to print to avoid costly mistakes.

Any product labeled “100% Organic”, “Organic”, or “Made with Organic [ingredients]” must include the name of the certifying agent that certified the handler of the finished product. This must appear on the information panel below or in close proximity to the name of the handler or distributor of the product, with no other wording or graphics in between. The statement should read “Certified organic by CCOF” or “Certified organic by California Certified Organic Farmers”. Products labeled "Organic" or "Made with Organic [ingredients]" must clearly identify organic ingredients as organic on the ingredient panel. All other labeling is optional, unless, of course, it is prohibited.

The USDA has created a table to help you determine what must and must not be included on labels and what is optional for each labeling category. This can be found online at www.ams.usda.gov/AMSv1.0/nop

Q: Are there resources to help farms maintain organic certification and stay informed?
A: Yes, CCOF prints a quarterly magazine and periodic updates that provide detailed information on certification issues and include helpful articles on various issues regarding organic standards and compliance. These resources are provided free of charge to all CCOF clients and supporting members. Past articles can be accessed through our online magazine archive.

As an accredited certifier, CCOF cannot provide consulting assistance. However, we maintain a list of organic consultants and agricultural advisors who can assist you with organic certification and regulatory compliance issues. Contact information for these resources can be found in the “Organic Consultants” section of this packet as well as on our website.

The National Sustainable Agriculture Information Service website (www.attra.ncat.org) provides numerous publications to help farmers, processors, and others learn about and prepare for organic production and certification. The University of California’s Western Region Organic Farming Compliance Handbook (http://www.sarep.ucdavis.edu/sfr/organic/ofch) is also a very good resource for organic farmers and agricultural professionals.

Q: Can I get outside help with my organic certification?
A: CCOF cannot actively consult with its clients regarding organic certification compliance. We do offer a list of organic consultants and agricultural advisors as a resource. Visit www.ccof.org/certification/help/consultants-ag-advisors for a list of organic consultants and agricultural advisors. Our list includes names and contact information as well as a description of the services each consultant provides. Organic consultants work in a variety of areas and can help with preparation of your Organic System Plan and addressing complicated regulatory issues.
Commercial Availability of Seed and Planting Stock
You must use organic seed and planting stock unless organic versions are commercially unavailable, with the exception that organic seed must always be used for production of edible sprouts.

Commercial availability is the ability to obtain seeds and/or planting stock in an appropriate form, quality, or quantity to fulfill an essential function in your organic system, and is determined by CCOF during review of the Organic System Plan (OSP). CCOF strictly reviews this process annually to maintain the integrity of organic food production and encourage our members to actively search for organic seed and planting stock. Start your search using our organic seed and planting stock supplier lists below.

If you cannot find the specific organic seed or planting stock in the form, quality, or quantity needed, we recommend trialing organic varieties to show your commitment to meeting this requirement. If a third party such as a buyer or seed distributor determines your seed or planting stock, they must comply with the commercial availability requirement on your behalf.

In particular, we are aware that the availability of organic strawberry planting stock (i.e. crowns) is increasing. Organic strawberry producers must demonstrate diligent ongoing efforts such as contacting multiple suppliers known to offer organic planting stock and trialing organic varieties. Start your search using our organic strawberry planting stock supplier list below.

Commercial Availability Recordkeeping Requirement
You must document your search for organic seed and planting stock. This includes ongoing evidence of active attempts to source organic versions, such as phone call logs, catalogues, letters, trialing records, or other documentation of good faith efforts.

Similar evidence must be provided in the event that organic seed or planting stock does not provide the necessary level of quality, or meet the desired function. If a third party selects your seed or planting stock, you must be able to demonstrate they are making ongoing efforts on your behalf.

Additional Seed and Planting Stock Requirements
If organic seed and/or planting stock are not commercially available, you may use non-organic versions if they are non-GMO, and either untreated or treated ONLY with allowed substances listed on your OSP Materials List. You must maintain records of the status of all seed and planting stock, including the full brand name of any pelleting, coating, inoculant, or other treatment material used on organic or non-organic seed.

Annual Transplants
Annual transplants (seedlings) MUST be certified organic. You must maintain the supplier’s current NOP certificate and purchase invoices showing the organic status.

Production of Planting Stock
Non-organic planting stock grown for sale as planting stock (not to produce a crop) must be managed organically for one year prior to sale as organic. You must document your compliance with this requirement.
## Organic Planting Stock Suppliers (Strawberry)

* CCOF certified  ** CCOF Business Partner

<table>
<thead>
<tr>
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<th>Location</th>
<th>Phone</th>
<th>Website</th>
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<tbody>
<tr>
<td>Innovative Organic Nursery, LLC*</td>
<td>Freedom, CA</td>
<td>(530) 941-0810</td>
<td><a href="http://www.innovativeorganicnursery.com">www.innovativeorganicnursery.com</a></td>
</tr>
<tr>
<td>Johnny’s Selected Seeds**</td>
<td>Waterville, ME</td>
<td>(877) 564-6697</td>
<td><a href="http://www.johnnyseeds.com">www.johnnyseeds.com</a></td>
</tr>
<tr>
<td>Banner Greenhouses*</td>
<td>Nebo, NC</td>
<td>(828) 659-3335</td>
<td><a href="http://www.bannergreenhouses.com">www.bannergreenhouses.com</a></td>
</tr>
<tr>
<td>Natural Gardening Company*</td>
<td>Petaluma, CA</td>
<td>(707) 766-9303</td>
<td><a href="http://www.naturalgardening.com">www.naturalgardening.com</a></td>
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## Organic Seed Suppliers & Resources

* CCOF certified  ** CCOF Business Partner

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<tr>
<td>Botanical Interests Inc.</td>
<td>Broomfield, CO</td>
<td>(800) 486-2647</td>
<td><a href="http://www.botanicalinterests.com">www.botanicalinterests.com</a></td>
</tr>
<tr>
<td>Environmental Seed Producer</td>
<td>Albany, CA</td>
<td>(805) 291-6172</td>
<td><a href="http://www.wildflowerseed.com">www.wildflowerseed.com</a></td>
</tr>
<tr>
<td>California Seed Production, Inc.*</td>
<td>Gilroy, CA</td>
<td>(408) 427-6805</td>
<td></td>
</tr>
<tr>
<td>Ferry-Morse Seed Company</td>
<td>Fulton, KY</td>
<td>(270) 472-3400</td>
<td><a href="http://www.ferry-morse.com">www.ferry-morse.com</a></td>
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<tr>
<td>Christie Farms</td>
<td>Scio, OR</td>
<td>(503) 394-3192</td>
<td><a href="http://www.christiefarms.com">www.christiefarms.com</a></td>
</tr>
<tr>
<td>Filaree Farm</td>
<td>Okanogan, WA</td>
<td>(509) 422-6940</td>
<td><a href="http://www.filareefarm.com">www.filareefarm.com</a></td>
</tr>
<tr>
<td>Dixon Seed Inc.*</td>
<td>Glenn, CA</td>
<td>(530) 934-4799</td>
<td><a href="http://www.dixonseed.com">www.dixonseed.com</a></td>
</tr>
<tr>
<td>Fred C. Gloeckner &amp; Company Inc.</td>
<td>Harrison, NY</td>
<td>(800) 345-3787</td>
<td><a href="http://www.fredgloeckner.com">www.fredgloeckner.com</a></td>
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<tr>
<td>DLF International Seeds</td>
<td>Halsey, OR</td>
<td>(541) 369-2640</td>
<td><a href="http://www.dlfis.com">www.dlfis.com</a></td>
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<tr>
<td>Fruition Seeds</td>
<td>Naples, NY</td>
<td>(585) 374-8903</td>
<td><a href="http://www.fruitionseeds.com">www.fruitionseeds.com</a></td>
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<tr>
<td>Doebler’s PA Hybrids Inc.</td>
<td>Jersey Shore, PA</td>
<td>(800) 853-2676</td>
<td><a href="http://www.doeblers.com">www.doeblers.com</a></td>
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<tr>
<td>Gardens Alive</td>
<td>Lawrenceburg, IA</td>
<td>(513) 354-1482</td>
<td><a href="http://www.gardensalive.com">www.gardensalive.com</a></td>
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<tr>
<td>Gourmet Seed International</td>
<td>Hollister, CA</td>
<td>(831) 637-2411</td>
<td><a href="http://www.gourmetseed.com">www.gourmetseed.com</a></td>
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* CCOF certified, ** CCOF Business Partner
Great Harvest Organics
Atlanta, IN
Phone: (317) 984-6685
Fax: (317) 984-2364
www.greatharvestorganics.com

Harmony Farm Supply & Nursery*
Sebastopol, CA
Phone: (707) 823-9125
Fax: (707) 823-5586
www.harmonyfarm.com

Harris Seeds
Rochester, NY
Phone: (800) 544-7938
Fax: (877) 892-9197
www.harrisseeds.com

Headstart Nursery*
Gilroy, CA
Phone: (408) 842-3030
Fax: (408) 842-3224
www.headstartnursery.com

Heirloom Seeds
West Finley, PA
Phone: (724) 663-5356
www.heirloomseeds.com

High Mowing Organic Seeds**
Wolcott, VT
Phone: (802) 472-6174
Fax: (802) 472-3201
www.highmowingseeds.com

Home Farmer
Santa Maria, CA
Phone: (855) 344-7333
Fax: (805) 888-2755
www.homefarmer.com

Hood River Garlic
Hood River, OR
Phone: (541) 386-1220
www.hoodrivergarlic.com

Irish Eyes Garden Seeds
Thor, WA
Phone: (509) 933-7150
www.irisheyesgardenseeds.com

Jacobsen Orchards*
Yountville, CA
Phone: (707) 944-1279

J.L. Hudson, Seedsman
La Honda, CA
www.jlhudsonseeds.net

Johnny’s Selected Seeds**
Waterville, ME
Phone: (877) 564-6697
www.johnnyseeds.com

Keithly-Williams Seeds*
Salinas, CA
Phone: (800) 533-3465
Fax: (831) 424-4297
www.keithlywilliams.com

King’s Agriseed LLC
Rons, PA
Phone: (717) 687-6224
Fax: (717) 687-4331
www.kingsagriseeds.com

Kitazawa
Oakland, CA
Phone: (510) 595-1188
Fax: (510) 595-1860
www.kitazawaseed.com

L. A. Hearne Company*
King City, CA
Phone: (831) 385-5441
Fax: (831) 385-4377
www.hearneseed.com

Lakeview Organic Grain
Penn Yan, NY
Phone: (315) 531-1038
Fax: (315) 531-1038
www.lakevieworganicgrain.com

Lancaster Agriculture Products
Ronks, PA
Phone: (717) 687-9222
Fax: (717) 687-9355
www.lancasteraq.com

Lawler Farm Center
Lawler, IA
Phone: (800) 352-5247

Lockwood Seed and Grain*
Chowchilla, CA
Phone: (559) 665-5702
Fax: (559) 665-4911

Masters Choice
Anna, IL
Phone: (866) 444-1044
Fax: (618) 833-2210
www.seedcorn.com

Natural Gardening Company*
Petaluma, CA
Phone: (707) 766-9303
Fax: (707) 766-9747
www.naturalgardening.com

New England Seed Co.
Hartford, CT
Phone: (800) 825-5477
Fax: (877) 229-8487
www.neseed.com

Nichols Garden Nursery
Albany, OR
Phone: (800) 422-3985
Fax: (800) 231-5306
www.nicholsgardennursery.com

North Pacific Seeds, Inc*
San Joaquin, CA
Phone: (559) 693-4001
Fax: (599) 693-0071
www.npseeds.com

North American Seed Company*
Greenfield, CA
Phone: (831) 674-3090

Oasis Organics*
Brawley, CA
Phone: (760) 554-5999
Fax: (760) 344-6072
www.oasis-organics.com

Omega Seed*
Glenn, CA
Phone: (530) 934-5149
Fax: (530) 934-4447
www.omegaseed.com

Organic Seed People
Eugene, OR
Phone: (541) 632-4577
www.organicseedpeople.com

Orsetti Seed Company, Inc.*
Hollister, CA
Phone: (831) 636-4822
Fax: (831) 636-4814
www.orsettiseeds.com

Osborne Seed Company, LLC**
Mount Vernon, WA
Phone: (360) 424-7333
Fax: (360) 424-8900
www.osborneseed.com
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<th>Phone</th>
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<tr>
<td>Pacific Botanicals LLC</td>
<td>Grants Pass, OR</td>
<td>(541) 479-7777</td>
<td></td>
<td><a href="http://www.pacificbotanicals.com">www.pacificbotanicals.com</a></td>
</tr>
<tr>
<td>Park Seed Company</td>
<td>Hodges, SC</td>
<td>(800) 845-3369</td>
<td></td>
<td><a href="http://www.parkseed.com">www.parkseed.com</a></td>
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<tr>
<td>Peaceful Valley Farm &amp; Garden Supply*</td>
<td>Grass Valley, CA</td>
<td>(888) 784-1722</td>
<td></td>
<td><a href="http://www.groworganic.com">www.groworganic.com</a></td>
</tr>
<tr>
<td>Pepper Joe's Inc</td>
<td>Myrtle Beach, SC</td>
<td>(843) 742-5116</td>
<td></td>
<td><a href="http://www.pepperjoe.com">www.pepperjoe.com</a></td>
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<tr>
<td>Potato Garden</td>
<td>Austin CO</td>
<td>(877) 313-7783</td>
<td></td>
<td><a href="http://www.potatogarden.com">www.potatogarden.com</a></td>
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<tr>
<td>Praying Mantis Farm</td>
<td>Canby, OR</td>
<td>(503) 209-0685</td>
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<tr>
<td>Priority Seed Production LCC**</td>
<td>Yuma, AZ</td>
<td>(928) 726-2996</td>
<td></td>
<td><a href="http://www.priorityseed.com/wordpress">www.priorityseed.com/wordpress</a></td>
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<tr>
<td>Rancho Purisima Farms*</td>
<td>Santa Maria, CA</td>
<td>(805) 922-7414</td>
<td></td>
<td><a href="http://www.siskiyouseeds.com">www.siskiyouseeds.com</a></td>
</tr>
<tr>
<td>Redwood City Seed Co.</td>
<td>Redwood City, CA</td>
<td>(650) 325-7333</td>
<td></td>
<td><a href="http://www.ecoseeds.com">www.ecoseeds.com</a></td>
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<tr>
<td>Rohrer Seeds</td>
<td>Smoketown, PA</td>
<td>(717) 299-2571</td>
<td></td>
<td><a href="http://www.rohrerseeds.com">www.rohrerseeds.com</a></td>
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<tr>
<td>Sakata Seed America, Inc.*</td>
<td>Morgan Hill, CA</td>
<td>(408) 778-7758</td>
<td></td>
<td><a href="http://www.sakatavegetables.com">www.sakatavegetables.com</a></td>
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<tr>
<td>Seed Savers Exchange</td>
<td>Decorah, IA</td>
<td>(563) 382-5990</td>
<td></td>
<td><a href="http://www.seed">www.seed</a> savers.org</td>
</tr>
<tr>
<td>Seed Dynamics, Inc*</td>
<td>Salinas, CA</td>
<td>(866) 321-9747</td>
<td></td>
<td><a href="http://www.seeddynamics.com">www.seeddynamics.com</a></td>
</tr>
<tr>
<td>Seeds of Change</td>
<td>Rancho Dominguez, CA</td>
<td>(888) 762-7333</td>
<td></td>
<td><a href="http://www.seedsofchange.com">www.seedsofchange.com</a></td>
</tr>
<tr>
<td>Seeds Trust</td>
<td>Littleton, CO</td>
<td>(720) 335-3436</td>
<td></td>
<td><a href="http://www.seedstrust.com">www.seedstrust.com</a></td>
</tr>
<tr>
<td>Seedway LLC</td>
<td>Elizabethtown, PA</td>
<td>(800) 952-7333</td>
<td>(800) 645-2574</td>
<td><a href="http://www.seedway.com">www.seedway.com</a></td>
</tr>
<tr>
<td>Shamrock Seed Co. Inc.*</td>
<td>Salinas, CA</td>
<td>(831) 771-1500</td>
<td>(831) 771-1517</td>
<td><a href="http://www.shamrockseed.com">www.shamrockseed.com</a></td>
</tr>
<tr>
<td>Siskiyou Seeds</td>
<td>Williams, OR</td>
<td>(541) 846-9233</td>
<td></td>
<td><a href="http://www.siskiyouseeds.com">www.siskiyouseeds.com</a></td>
</tr>
<tr>
<td>Snow Seed Company*</td>
<td>Salinas, CA</td>
<td>(831) 758-9869</td>
<td>(831) 757-4550</td>
<td><a href="http://www.snowseedco.com">www.snowseedco.com</a></td>
</tr>
<tr>
<td>Sourcepoint Organic Seeds</td>
<td>Hotchkiss, CO</td>
<td>(970) 872-4941</td>
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</tr>
<tr>
<td>Southern Exposure Seed Exchange</td>
<td>Mineral, VA</td>
<td>(540) 894-9480</td>
<td></td>
<td><a href="http://www.southernexposure.com">www.southernexposure.com</a></td>
</tr>
<tr>
<td>The Cooks Garden</td>
<td>Warminster, PA</td>
<td>(800) 457-9703</td>
<td></td>
<td><a href="http://www.cooksgarden.com">www.cooksgarden.com</a></td>
</tr>
<tr>
<td>The Maine Potato Lady</td>
<td>Guilford, ME</td>
<td>(207) 717-5451</td>
<td></td>
<td><a href="http://www.mainepotatolady.com">www.mainepotatolady.com</a></td>
</tr>
<tr>
<td>The Living Seed Company*</td>
<td>Pt. Reyes Station, CA</td>
<td>(415) 663-8002</td>
<td></td>
<td><a href="http://www.livingseedcompany.com">www.livingseedcompany.com</a></td>
</tr>
<tr>
<td>Territorial Seed Company*</td>
<td>Cottage Grove, OR</td>
<td>(800) 626-0866</td>
<td></td>
<td><a href="http://www.territorialseed.com">www.territorialseed.com</a></td>
</tr>
<tr>
<td>Sow True Seed</td>
<td>Asheville, North Carolina</td>
<td>(828) 254-0708</td>
<td>(828) 254-0709</td>
<td><a href="http://www.sowtrueseed.com">www.sowtrueseed.com</a></td>
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<tr>
<td>Strictly Medicinal Seeds</td>
<td>Williams, OR</td>
<td>(541) 846-6704</td>
<td>(541) 846-0872</td>
<td><a href="http://www.strictlymedicinalseeds.com">www.strictlymedicinalseeds.com</a></td>
</tr>
<tr>
<td>Summerstone Nursery</td>
<td>Morrison, TN</td>
<td>(931) 668-7991</td>
<td>(931) 668-7992</td>
<td><a href="http://www.summerstonenursery.com">www.summerstonenursery.com</a></td>
</tr>
<tr>
<td>Sunnyland Seeds</td>
<td>Paradox, CO</td>
<td>(970) 859-7248</td>
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<tr>
<td>Sustainable Seed Company*</td>
<td>Covelo CA</td>
<td>(707) 703-1242</td>
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<td><a href="http://www.sustainableseedco.com">www.sustainableseedco.com</a></td>
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<tr>
<td>Sweet Corn Organic Nursery</td>
<td>Show Low, AZ</td>
<td>(928) 537-2676</td>
<td></td>
<td><a href="http://www.sweetcornorganicnursery.com">www.sweetcornorganicnursery.com</a></td>
</tr>
<tr>
<td>Terra Organics *</td>
<td>Maxwell, CA</td>
<td>(530) 438-2126</td>
<td>(530) 438-2171</td>
<td><a href="http://www.terraorganics.com">www.terraorganics.com</a></td>
</tr>
<tr>
<td>Territorial Seed Company*</td>
<td>Cottage Grove, OR</td>
<td>(800) 626-0866</td>
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<td><a href="http://www.territorialseed.com">www.territorialseed.com</a></td>
</tr>
<tr>
<td>The Living Seed Company*</td>
<td>Pt. Reyes Station, CA</td>
<td>(415) 663-8002</td>
<td></td>
<td><a href="http://www.livingseedcompany.com">www.livingseedcompany.com</a></td>
</tr>
<tr>
<td>The Maine Potato Lady</td>
<td>Guilford, ME</td>
<td>(207) 717-5451</td>
<td></td>
<td><a href="http://www.mainepotatolady.com">www.mainepotatolady.com</a></td>
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* CCOF certified, ** CCOF Business Partner
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Location</th>
<th>Phone</th>
<th>Fax</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tomatofest Heirloom Tomato Seeds</td>
<td>Little River, CA</td>
<td>(707) 937-1218</td>
<td><a href="http://www.tomatofest.com">www.tomatofest.com</a></td>
<td></td>
</tr>
<tr>
<td>Top Notch Seeds, Inc</td>
<td>Brawley, CA</td>
<td>(760) 344-9700</td>
<td>(760) 344-8512</td>
<td><a href="http://www.tozerseeds.com">www.tozerseeds.com</a></td>
</tr>
<tr>
<td>Tozer Seeds America, LCC</td>
<td>Santa Maria, CA</td>
<td>(805) 922-6300</td>
<td>(805) 922-2111</td>
<td><a href="http://www.tozerseeds.com">www.tozerseeds.com</a></td>
</tr>
<tr>
<td>Turtle Tree Seed</td>
<td>Copake, NY</td>
<td>(800) 930-7009</td>
<td><a href="http://www.turtletreeseed.org">www.turtletreeseed.org</a></td>
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<tr>
<td>Uprising Seeds</td>
<td>Bellingham, WA</td>
<td>(360) 778-3749</td>
<td><a href="http://www.uprisingorganics.com">www.uprisingorganics.com</a></td>
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<tr>
<td>Upstream Natives</td>
<td>Tangent, OR</td>
<td>(800) 247-7815</td>
<td>(541) 926-5038</td>
<td><a href="http://www.agsp.us">www.agsp.us</a></td>
</tr>
<tr>
<td>Vitalis Organic Seeds</td>
<td>Salinas, CA</td>
<td>831-262-7635</td>
<td><a href="http://www.vitalisorganic.com">www.vitalisorganic.com</a></td>
<td></td>
</tr>
<tr>
<td>W-L Research</td>
<td>Ozark, MO</td>
<td>(800) 406-7662</td>
<td><a href="http://www.wlresearch.com">www.wlresearch.com</a></td>
<td></td>
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<tr>
<td>Weaver Seed of Oregon</td>
<td>Crabtree, OR</td>
<td>(541) 924-9701</td>
<td>(541) 924-9702</td>
<td><a href="http://www.weaverseed.com">www.weaverseed.com</a></td>
</tr>
<tr>
<td>Welter Seed and Honey Company</td>
<td>Onslow, IA</td>
<td>(800) 470-3325</td>
<td>(563) 485-2764</td>
<td><a href="http://www.welterseed.com">www.welterseed.com</a></td>
</tr>
<tr>
<td>Wheatgrass Kits</td>
<td>Springville, UT</td>
<td>(866) 948-4727</td>
<td>(801) 491-8728</td>
<td><a href="http://www.wheatgrasskits.com">www.wheatgrasskits.com</a></td>
</tr>
<tr>
<td>Wild Garden Seed</td>
<td>Philomath, OR</td>
<td>(541) 929-4068</td>
<td><a href="http://www.wildgardenseed.com">www.wildgardenseed.com</a></td>
<td></td>
</tr>
<tr>
<td>Woodhouse Farming + Seed Co.*</td>
<td>Tulelake, CA</td>
<td>(430) 667-2031</td>
<td>(530) 667-2034</td>
<td><a href="http://www.woodhousefarming.com">www.woodhousefarming.com</a></td>
</tr>
<tr>
<td>Wood Prairie Farm</td>
<td>Bridgewater, ME</td>
<td>(800) 829-9765</td>
<td>(800) 300-6494</td>
<td><a href="http://www.woodprairie.com">www.woodprairie.com</a></td>
</tr>
<tr>
<td>White Seed Company</td>
<td>Oxnard, CA</td>
<td>(805) 983-4923</td>
<td>(805) 983-1282</td>
<td><a href="http://www.whiteseed.com">www.whiteseed.com</a></td>
</tr>
</tbody>
</table>

* CCOF certified, ** CCOF Business Partner
Recordkeeping is required for organic certification. The purpose is to track all of your farming activities, from field preparation and planting to the crops you harvest and sell. This checklist describes the types of records you must keep as part of your organic certification. There are no requirements about how you record the information, but it must be done in some kind of written format that organic inspectors will be able to understand. In some cases, we have sample forms to assist you. In other cases, you will need to maintain original documents such as receipts, etc.

☐ Keep records of all the seeds, annual transplants, planting stock, and input materials (fertilizer, compost, soil amendments, planting mixes, etc.) you use. For example:
  - Receipts for purchases
  - Production records for transplants or input materials you produce yourself
  - Harvest records for seed you saved from your own production

☐ Keep records of what you plant, when you planted it, and where it was planted. These sample forms can help you:
  - Seed and Stock Planting Record
  - Activity Log

☐ Keep track of what fertilizers, pest control materials, and other input materials you use, how much you use, and when and where you used them. These sample forms can help you:
  - Input Record
  - Activity Log

☐ Keep track of what you harvest, how much you harvest, and where you harvested it from. This sample form can help you:
  - Harvest Record

☐ Keep track of how your crops are handled once they leave the field. This sample form can help you if you do the handling yourself:
  - Activity Log

☐ If you send your crops to another certified organic operation for handling or processing, keep records of what you sent, where you sent it, when you sent it, and what you received as the outcome. For example:
  - The handler’s current organic certificate
  - Delivery or receiving documents for your delivery to the handler
  - Invoices, pack-out summaries, or other final statements for the finished product

☐ Keep track of what you sell, how much you sell, who you sell it to, and how much money you received. For example:
  - Invoices, sales receipts, sales summaries

☐ If you sell at Farmers’ Markets, track how much of each product you take to each market and how much you brought home unsold. This sample form can help you:
  - Market Load List
Seed and Stock Planting Record

This record is for documenting the seed and planting stock you use and its status. Keep receipts and other relevant documentation with your records. Remember that although you may use nonorganic seed and planting stock if they are not available in organic form, you must maintain documentation regarding the organic status of the seed/stock, and whether it was non-GMO and untreated. Documentation regarding your search for an organic equivalent is also required if you use nonorganic seed/stock. Annual transplants must always be certified organic.

<table>
<thead>
<tr>
<th>Operation Name:</th>
<th>Year:</th>
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<table>
<thead>
<tr>
<th>Crop/Variety</th>
<th>Supplier</th>
<th>Lot #</th>
<th>Documentation of organic status?</th>
<th>Documentation of non-GMO status?</th>
<th>Documentation of untreated status or allowed treatment?</th>
<th>Place planted</th>
<th>Date planted</th>
<th>Quantity planted</th>
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Additional Notes:

Reproducible versions of this recordkeeping tool can be found at [www.ccof.org/documents](http://www.ccof.org/documents)
Biodiversity & Natural Resource Cost-Based Monitoring Log

Organic production must, by definition, be managed to respond to site-specific conditions by integrating cultural, biological and mechanical practices that foster cycling of resources, promote ecological balance and conserve natural resources. Certified organic operations must select, carry out and record production practices that “maintain or improve the natural resources of the operation,” (NOP§205.200). This form can be used to track costs associated with pest and fertility management on a daily, weekly, monthly or annual basis in order to monitor the effectiveness of the Biodiversity Conservation & Natural Resource Management plan outlined in OSP form G4.2.

<table>
<thead>
<tr>
<th>Operation Name:</th>
<th>Client ID:</th>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Method of Pest / Fertility Management</th>
<th>Cost</th>
<th>Total Cost to Date</th>
<th>Notes</th>
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<tbody>
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</table>

Reproducible versions of this recordkeeping tool can be found at www.ccof.org/documents
Biodiversity & Natural Resource Visual Monitoring Log

Organic production must be managed to respond to site-specific conditions by integrating cultural, biological and mechanical practices that foster cycling of resources, promote ecological balance and conserve natural resources. Certified organic operations must select, carry out and record production practices that “maintain or improve the natural resources of the operation,” (NOP §205.200). This form can be used to track all visual observations made on a daily, weekly, monthly or annual basis in order to monitor the effectiveness of the Biodiversity Conservation & Natural Resource Management plan outlined in OSP form G4.2.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location / Parcel ID</th>
<th>Observations (May include but are not limited to soil composition, soil stability, water quantity, water quality, native or invasive plant populations, native or invasive species populations, wildlife habitat availability, etc.)</th>
<th>Notes</th>
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Reproducible versions of this recordkeeping tool can be found at www.ccof.org/documents
Input Record

To help you to keep track of the materials (fertilizers, pest control materials, soil amendments, adjuvants, etc.) that you apply to your farm, complete one of these forms for each parcel/block and maintain in your records to update as necessary.

**Farm Name:** ________________________________  **Crop Year:** ______________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Parcel ID</th>
<th>Material Applied (Brand Name, Manufacturer, Formulation)</th>
<th>Purpose</th>
<th>Rate/Amount</th>
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<tbody>
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Additional Notes and Observations:

Reproducible versions of this recordkeeping tool can be found at [www.ccof.org/documents](http://www.ccof.org/documents)
Equipment Cleaning Log

If you grow or handle both organic and non-organic products, equipment must be cleaned according to protocol set forth in your organic system plan (OSP) in order to maintain the organic integrity of your product. To ensure that this is done properly, keep this form near each piece of equipment that is cleaned and update it every time.

**Operation Name:** ____________________________ **Year:** ______________

<table>
<thead>
<tr>
<th>Type of Equipment</th>
<th>Date Cleaned</th>
<th>By</th>
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**Additional Notes and Observations:**

Reproducible versions of this recordkeeping tool can be found at [www.ccof.org/documents](http://www.ccof.org/documents)
# Harvest Record

To help you keep track of when you harvest your organic crops and what you do with them afterwards, make sure to regularly update this form and maintain it in your records.

**Farm Name:** ___________________________  **Crop Year:** ____________________

<table>
<thead>
<tr>
<th>Harvest Date</th>
<th>Parcel/Block ID</th>
<th>Crop Type</th>
<th>Quantity</th>
<th>Where Stored or Sold</th>
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**Additional Comments:**

Reproducible versions of this recordkeeping tool can be found at [www.ccof.org/documents](http://www.ccof.org/documents)
# Market Load List

**Market Location:** ____________________________  **Day/Date:** ____________________________

<table>
<thead>
<tr>
<th>Crop</th>
<th>Quantity Harvested/Field</th>
<th>Quantity Sold</th>
<th>Quantity Remaining</th>
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**Activity Log**

Record keeping is an essential part of good organic farming practices. This all-purpose form can be used to keep track of all activities that occur on a given parcel/block (mulching, spraying, planting, irrigating, mowing, applying manure, etc.).

**Farm Name:** ____________________________  **Crop Year:** __________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Parcel ID</th>
<th>Activity</th>
<th>Notes</th>
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Affidavit of Land History

► This page is your attestation of materials applied to the land during your management control and is necessary to determine the parcel’s eligibility for organic certification. If you have a special situation regarding verification of land use, contact CCOF to discuss it.
► Where more than one party must attest to activities, use additional copies of this Affidavit, available at www.ccof.org.
► To establish land history CCOF may require additional verification from government agencies, such as Pesticide Use Reporting, or other sources, such as contract materials applicators. Making a false statement to an accredited certifying agent shall be subject to the provisions of section 1001 of title 18, United States Code. (NOP §205.100(c)(2)).

Parcel name:
Block/lot numbers, if applicable: __________________________ Acreage of parcel: __________________________
Parcel address: ____________________________________________
City: __________________________ County: __________________________ State: __________________________ Country: __________________________
Geographical coordinates, geo code, latitude/longitude, County Assessor’s Parcel Number (APN), Section/Township/Range (S/T/R), or other parcel location description: __________________________

A. I have direct and comprehensive knowledge of the activities and material applications which have taken place at the parcel named above during the time period: (select one)
☐ through __________________________ OR ☐ through the present.

B. I have this knowledge because: (select one)
☐ I owned the parcel and controlled activities taking place there during the time period above.
☐ I managed the parcel and controlled activities taking place there during the time period above.
☐ Other (describe): __________________________

C. The following is a complete list of ALL materials (including fertilizers, pest control products, treated seed, adjuvants, and any other materials) applied to the parcel during the time period indicated above, including the current crop cycle. Provide full product and manufacturer names as they appear on the product label, and application dates.
☐ No materials (including fertilizers, pest control products, treated seed, adjuvants, or any other materials) were applied to the parcel during the time period indicated above.
☐ I have attached _____________ (#) additional pages which list all materials applied during the time period indicated above.
☐ All materials applied during the time period indicated above are listed in the table below: Include all fertilizers, pest control products, and other products (treated seeds, adjuvants, etc.). Mark the type for each item.

<table>
<thead>
<tr>
<th>Full Product Name</th>
<th>Full Manufacturer Name</th>
<th>Application Date(s)</th>
<th>Type</th>
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</table>

D. I attest that the above is complete and correct to the best of my knowledge.

Name (Print): __________________________ Title: __________________________
Company: __________________________ Phone: __________________________
Email: __________________________ Signature: __________________________ Date: __________________________

Reproducible versions of this recordkeeping tool can be found at www.ccof.org/documents
# Search Record: Commercial Availability of Organic Seed & Planting Stock

**Farm Name:** ____________________________  **Crop Year:** ____________________________

<table>
<thead>
<tr>
<th></th>
<th>What site-specific characteristics or traits do you need from each crop? (ex. mildew resistance)</th>
<th>Why are your crop needs not met by an equivalent organic variety?</th>
<th>Which organic seed or stock suppliers have you contacted?</th>
<th>Dates Contacted</th>
<th>Method of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><img src="image1.png" alt="Image of a table row with placeholders for Crop, Traits, and additional fields" /></td>
<td><img src="image2.png" alt="Image of a table row with placeholders for Crop, Traits, and additional fields" /></td>
<td><img src="image3.png" alt="Image of a table row with placeholders for Crop, Traits, and additional fields" /></td>
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<td><img src="image5.png" alt="Image of a table row with placeholders for Crop, Traits, and additional fields" /></td>
</tr>
</tbody>
</table>

Reproducible versions of this recordkeeping tool can be found at [www.ccof.org/documents](http://www.ccof.org/documents)
Suggested Neighbor Notification and Drift Prevention Letter

CCOF recommends that growers inform neighbors of the organic status of their parcels. This is a sample text for growers to use or not use as you see fit. Revise this letter to suit your needs and your relationship with your neighbor/s. See the National Organic Program (NOP) regulations regarding border and buffer requirements.

Date:

Dear Neighbor:

I am (growing, producing, processing, etc.) (crops, livestock, food products, etc.) using organic methods. I will need your help and cooperation if I am to be successful. In order to sell my (crop, product, animals, etc.) I must follow the regulations laid out in the United States Department of Agriculture’s (USDA) National Organic Program (NOP). I am a member of CCOF who is an NOP accredited certification agency. I undergo yearly inspections with CCOF in order to remain “Certified Organic” and sell my products as such.

I am practicing organic methods at the following locations: (INSERT LOCATIONS).

Since you are an adjoining property owner I want to inform you of my plans and ask for your help. I ask that you make a good-faith effort to minimize the movement of any fertilizers and pesticides prohibited for organic production under the USDA NOP regulations. If you plan to use synthetic fertilizers or pesticides on your adjoining land, please take precautions to prevent over spray, drift, or runoff onto my property or facility. If any chemical drift is found in excess of 5% of EPA tolerance on my crops as a result of spray drift, it could cause me the loss of organic status and my CCOF certification. Such contamination could cause me great financial hardship.

If you would like to know more about my organic certification please feel free to call me or CCOF. If I can be of any service to you as you plan your work I would be happy to help. Please feel free to contact me if you have any questions. Thank you very much for your help and consideration.

Sincerely,
Keep Your Labels Compliant

ORGANIC LABELING GUIDELINES

For All Labels
For complete organic labeling regulations, please refer to Sections §205.303, §205.304, §205.307 and §205.311 of the USDA Organic Standards. All labels must be approved by CCOF.

For Retail Labels
Refer to this chart:

IF YOUR PRODUCT IS...

<5,000 Organic Income; <70% Organic Content; Broker, Trader, Retailer

CANNOT include “Certified Organic by (CCOF name/logo)” below handler/distributor name and information
MAY describe organic ingredients as organic in ingredient statement
CANNOT include USDA seal
CANNOT include Certifier seal
MAY include Percent Organic Content on Information Panel
Small Operations & Retailers MAY include “Organic” claim on Principal Display Panel

>70% Organic Content, Allowed Processing Aids

MUST include “Certified Organic by (CCOF name/logo)” directly below handler/distributor name and information
MUST describe organic ingredients as organic in ingredient statement
CANNOT include USDA seal
MAY include Certifier seal
MAY include “Made with Organic (specified ingredients)” claim
CANNOT include “Made with Organic Ingredients”
MAY include Percent Organic Content on Information Panel and/or Principal Display Panel; but only if specified ingredients claim above is used
CANNOT include “Organic” claim
CANNOT include “100% Organic” claim

>95% Organic Content; Allowed Nonorganic Ingredients and Processing Aids

MUST include “Certified Organic by (CCOF name/logo)” directly below handler/distributor name and information
MUST describe organic ingredients as organic in ingredient statement
MAY include USDA seal
MAY include Certifier seal
MAY include Percent Organic Content on Information Panel and/or Principal Display Panel
MAY include “Organic” claim
CANNOT include “100% Organic” claim

100% Organic

MUST include “Certified Organic by (CCOF name/logo)” directly below handler/distributor name and information
MAY describe organic ingredients as organic in ingredient statement
MAY include USDA seal
MAY include Certifier seal
MAY include Percent Organic Content on Information Panel and/or Principal Display Panel
MAY include “Organic” claim
MAY include “100% Organic” claim

For Wine Labels

For Nonretail Containers
Nonretail containers include produce boxes, bulk products, etc. The following applies to containers for products certified as either “Organic” or “100% Organic.”

MUST display production lot number if the operation uses a lot numbering system.
MAY include “Certified Organic by CCOF,” the USDA seal, the Certifier seal, and/or the appropriate organic claim. Use of these elements is encouraged to ensure identification of organic products.

1Only applies to products with <70% organic content, if they also identify ingredients as organic. §205.303(a)(2), §205.305(a)(2)
2Only applies to products produced by an operation that makes less than $5,000 a year organic income, or is excluded, or is a retail establishment that does not process organic products (grocery departments); or a handling operation that processes ready-to-eat foods (retail deli). §205.304(a)(1)
3The size of the percentage statement must not exceed one-half the size of the largest type size on the panel and which appears in its entirety in the same type size, style and color without highlighting. §205.304(a)(3)
4The USDA seal must replicate the form and design as shown above and must be printed: on a white background with a brown outer circle and with the term, “USDA,” in green overlaying a white upper semicircle and with the term, “organic,” in white overlaying the green lower half circle; or on a white or transparent background with black outer circle and black “USDA” on a white or transparent upper half of the circle with a contrasting white or transparent “organic” on the black lower half circle. The green or black lower half circle may have four light lines running from left to right and disappearing at the point on the right horizon to resemble a cultivated field. §205.316(b)
5If displaying both the USDA seal and the Certifier seal, the USDA seal must be more prominent. §205.303(a)(1)
Field-Level Food Safety Services for Your Organic Operation

CCOF brings our certification expertise, service, integrity, and innovation to field-level food safety. Organic farms want to comply with the requirements of the new federal Food Safety Modernization Act (FSMA) but are concerned about the cost, time, and paperwork burden of dealing with another certification program or organization.

To meet your needs, we are offering GLOBALG.A.P. field-level food safety certifications and assessments.

CCOF is Your Certification Choice

CCOF is the largest and one of the oldest organic certifiers in North America. More than 3,000 organic farmers, handlers, producers, and ranchers choose CCOF for our full-service organic certification program and excellent trade association benefits. With GLOBALG.A.P. certification, we provide a cost-effective program that allows organic farmers to succeed with field-level food safety.

Our food safety program offers:

» Integrity to organic crop production systems
» Proven leadership in organic certification and standards enforcement
» Efficiency in paperwork and inspections
» Whole-farm inspection for multiple parcels and packhouses with a unified audit

Food Safety Services

GLOBALG.A.P. has programs that satisfy different buyers. Talk to your buyers to determine which program you need!

» IFA: Integrated Farm Assurance (great for export)
» PSS: Produce Safety Standard
» HPSS: Harmonized Produce Safety Standard (U.S. only)
» localg.a.p. North America (stepping-stone assessment)
» Additional verifications required by specific buyers

FAQs

WHO/WHAT IS GLOBALG.A.P.?

GLOBALG.A.P. is a stakeholder-driven nonprofit organization based in Germany that sets food safety standards for farmers. There are over 120,000 farms worldwide certified to GLOBALG.A.P. standards.

WHO/WHAT IS GFSI & WHY DOES IT MATTER?

The Global Food Safety Initiative (GFSI) is an international nonprofit umbrella organization that “benchmarks” (deems equivalent) food safety certification schemes. Many buyers and retailers require that suppliers are certified to a GFSI benchmarked scheme. CCOF offers two GLOBALG.A.P. GFSI benchmarked certification standards to meet the needs of organic operations and their buyers.

Learn more by visiting www.ccof.org/food-safety »
CCOF makes materials management easy with the Organic System Plan (OSP) Materials List, available in MyCCOF!

**Your Materials List**

Your OSP Materials List shows materials CCOF has approved for use by your operation and provides an easy way to manage this portion of your OSP. We recommend verifying materials compliance before use, but will not issue noncompliances for allowed materials used without prior approval.

- **Growers**
  All crop input materials, such as fertilizers, compost, manure, soil amendments, inoculants, planting mixes, seed treatments, pesticides, adjuvants, etc.

- **Livestock Producers**
  All livestock health care materials, feed supplements, and pest control materials.

- **Handlers and Processors**
  All nonorganic materials that directly contact organic products, including processing aids, salt, atmospheric gases, packaging aids, sanitizers, and other additives.

**How can I obtain my Materials List?**

View and print your current Materials List at any time, found in MyCCOF. Plus, we will issue an updated list upon approval of any new material, or when you request it.

**How do I modify my Materials List?**

Follow the steps below to add a new material. To remove a material, use the “remove” feature in MyCCOF, or let us know what material you would like to remove. We do not recommend removing any material that you might use again in the future.

**Is rush review service available for materials?**

Yes! Two-day and five-day rush review services are available for an additional fee.

---

**How to Add a Material to Your OSP Materials List**

**BEFORE YOU BEGIN:** Identify the specific material you would like to use. You will need the complete product name, including all identifying information (i.e. 4-2-3, DF, WP, etc.) and the manufacturer’s name.

**Step 1 - You find it.**

Log into MyCCOF and click the Materials Search button, for access to recognized materials lists including OMRI and WSDA. Does the exact material appear on these lists?

- **YES**
  Follow the site instructions to add a material to your OSP. Materials can also be added by contacting CCOF by email, phone, fax, or mail. Provide the complete product name and the manufacturer’s name.

- **NO**
  Request addition of the material to your Materials List by email, phone, fax, or mail. Provide the complete product name, ingredients, and the manufacturer’s name.

**Step 2 - We review it.**

If the material is approved for use by your operation, you will receive an updated Materials List.

- **YES**
  You are now ready to use the material at any time. Follow any applicable restrictions, as noted on your Materials List.

- **NO**
  You may not use the material in organic production. If we were unable to complete review of the material, you may obtain the missing information from the manufacturer and submit it for re-review.

**REMEMBER:** We strongly recommend seeking approval for all materials prior to use. Use of a prohibited material can put the certification of your operation, land, and/or products at risk, even if it was used unintentionally.
Organic at the Farmers’ Market

FARMERS’ MARKET BEST PRACTICES GUIDELINES

The purpose of this guide is to help organic producers and farmers’ market managers better understand how the word “organic” may be used at farmers’ markets. CCOF has developed these Best Practices to help prevent confusion about the proper way to display organic produce, and to help organic consumers make educated decisions in their purchases at farmers’ markets. These guidelines speak specifically to California Farmer’s Market practices. Growers outside California should check with their state agriculture department for information on how farmers’ markets are regulated in their state.

Prevent Commingling of Organic and Non-Organic Products

The USDA organic regulations require organic farmers and processors to implement measures to ensure clear tracking of organic and non-organic products, and to protect organic product from contact with prohibited substances.*

Organic and non-organic products must be separated during transport. For example growers may have yellow bins for organic product and white bins for their non-organic product to clearly distinguish and separate products during transport.

Organic and non-organic products must also be physically separated on the table or display area. It is also required to have signage which clearly identifies organic and non-organic products (see 1a and 1b).

Product displays must be arranged so that organic products and non-organic products cannot touch (see 2a and 2b), unless they are separated by packaging. To prevent accidental mixing, organic and non-organic versions of the same product (such as tomatoes) should not be placed side by side.

*USDA National Organic Program Standards SS 205.272
Clear Differentiation of Organic and Non-Organic Products

Many farmers have both organic and non-organic products for sale. Many consumers see the word “organic” in a farm name (such as “ABC Organic Farm”) or see an “organic” sign and believe that all of the products being sold at that booth are organic. This is not always true! There must be clear signage stating which products are organic and which are non-organic to prevent unintentional misrepresentation of products sold at the same booth.

If the farm has “organic” in their farm name or has other signage (such as the “CCOF Certified Organic” sign) indicating that the farm is organic, then all non-organic products must be clearly labeled as such.

This labeling could look like:

» Signs on each product stating whether it is organic or not
» A single sign stating which products are organic and which are not should be used as illustrated in this photo

It is not acceptable for a farm selling organic and non-organic products to have an “organic” sign or use the word “organic” in their farm name unless they have the type of signage described above.

Appropriate Organic Claims & Organic Certification

“Organic” is a federally regulated term. Only farmers that are certified, or small enough to be exempt, can legally use this term.

The use of language such as “better than organic,” “have applied for organic certification,” “almost organic,” etc. is misleading and may not be used.
Farmers’ Market Best Practices Guidelines

Proof of Organic Certification and Registration*

All operations should post their organic registration and certification in plain view. This is a requirement of farmers’ markets that are part of the California Department of Food and Agriculture Certified Farmers’ Market producer program.

Signage for Operations Exempt from Certification

Farms may be exempt from organic certification if they sell less than $5,000 of organic product annually. Such “exempt” farms must still be registered with the California Department of Food and Agriculture as an organic producer, and have that organic registration document available in their market booth. Only those who fall under this exemption category may use the words “organic” without being certified. They must not use the words “certified organic” to refer to their products.

Prohibit the Use of “No spray” or “Pesticide Free” Signs

Signs describing production methods such as “No spray” or “Pesticide Free” can also be misleading to consumers and should not be allowed at farmers’ markets.

“No spray” or “Pesticide Free” are not verified claims and do not mean that the crops were grown without poisonous chemicals through methods such as fumigation or application of chemical fertilizers. Only certified organic products are third party verified as being produced without such chemicals. Market managers have the right to prohibit “No spray” or “Pesticide Free” signage if it is stated in their market rules.** If this is not stated in market rules and producers continue to use such language, the state-based standardization programs may take samples for verification.

*Ca Code of Regs Conditions of Direct Marketing 1392.4
**Food and Ag Code 47004 A gives the authority to the Market to have more restrictive rules in the market’s rules and regulations.