



Organic Processors/Handlers

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 locations, labels or products, types of processing, application of prohibited substances, or positive residue tests. Submit changes to processes, procedures, or practices where you are unsure if you are meeting organic standards by updating your forms or contacting us. Minor updates can be made at inspection. Search for OSP forms at www.ccof.org/documents.

(NOP § 205.400)



Keep organic certificates for approved suppliers onsite.

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 and brands, if applicable

(NOP § 205.201; 205.404; 205.406(d))

Always submit labels for review before printing.

Use CCOF's helpful labeling tools:

www.ccof.org/documents/develop-compliant-organic-labels

www.ccof.org/documents/organic-labeling-guidelines

(NOP § 205 Subpart D)



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

Your inspector will review your records to verify purchases, production, and sales that demonstrate compliance with organic standards.

(NOP § 205.103)



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.

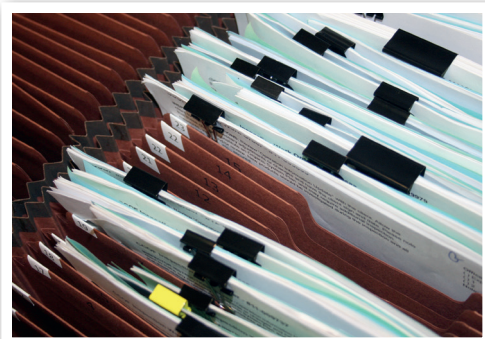
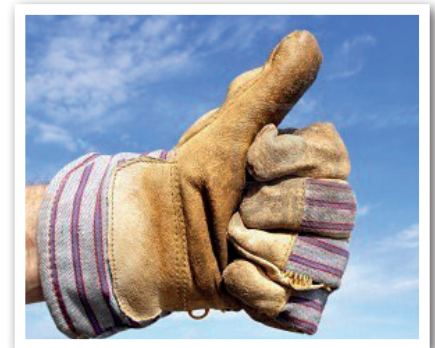
(NOP § 205.201; 205.404; 205.406(d))

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).
- » Follow our step-by-step instructions at www.ccof.org/documents.

(NOP § 205 Subpart D)



Keep complete records of activities on the farm.

Necessary information may include input records, input invoices, harvest records, sales records, bills of lading, weight tags listing lot numbers, etc. Find recordkeeping tools at www.ccof.org/certification/help.

(NOP § 205.103)

See other side for processor/handler tips »