



Operation Name: _____ Date: _____

▶ Complete this form if you are a broker, trader, wholesaler, distributor, or importer of organic products that you do not process, repack, or relabel. If you oversee transloading of bulk product or store product in permeable packaging, additional OSP forms are required.

A. Activities

1) Select all that describe your activities:

- Broker Trader Wholesaler Distributor Importer of packaged product in sealed containers
- Importer of unpackaged product in shipping containers or totes Importer of unpackaged product in bulk vessels
- I take title to products I take physical possession of products I drop ship products to customers directly from suppliers
- I arrange sales between buyers and sellers without taking title or possession
- Exclusive sales agent for (operation name): _____

Other (describe): _____

2) If you take physical possession of products, are products in unsealed or in permeable packaging and remain in the same packaging? *Facility inspection is required for handling or storage of products in unsealed or permeable packaging.*

- NA, not taking physical possession
- No, product is in impermeable packaging. Attach an [Uncertified Handler Affidavit \(UHA\)](#), inspection not required.
- Yes, product is in unsealed or permeable packaging. Attach [H2.3 Organic Facility](#) and [H4.0 Organic Practices](#) for each location, inspection required.

B. Monitoring Suppliers & Fraud Prevention

- You must maintain current organic certificates for all suppliers, certified private label brand owners, and any other certified operation you work with.
- You must notify CCOF of new suppliers quarterly at a minimum. If your certificate management system is insufficient, more frequent updates will be required.

1) Describe your organic supplier certificate management system. You must ensure that all certificates are current (issued within the last 12 months) and complete, listing the specific products you source and any applicable export market compliance.

a) Who at your company is responsible for approving new organic suppliers?
Prior to purchasing, you must review the organic certificate to ensure it is current and complete. New suppliers must be added to your H2.6 form and approved by CCOF.

b) How often do you switch suppliers, add new suppliers, make one-off purchases or do "spot purchasing" to prevent shortages?
Frequent changes may result in increased audit trail verification at inspection.

c) How frequently do you review certificates for existing suppliers to ensure they are complete and current?
Must review annually for active suppliers, at a minimum.

2) Do you purchase organic products from uncertified brokers, traders, wholesalers, distributors, or importers?
Sourcing through uncertified handlers requires additional audit trail verification at inspection and will incur additional fees.

- No Yes. Attach an [Uncertified Handler Affidavit \(UHA\)](#) for each uncertified supplier, as applicable.
- a) If yes, how will you ensure that only certified suppliers are used by the uncertified handler? Check all that apply.
Your OSP must list all certified suppliers, including products sourced through uncertified handlers. Audit trail records must link directly back to the last certified operation.
 - I do not place an order until certified supplier is identified by uncertified handler and I have determined the organic certificate is legitimate and complete.
 - For any delivery that cannot be traced back to the certified supplier, I refuse or hold shipment until the certified supplier is verified.
 - Other (describe): _____

3) Do you purchase or receive any imported organic ingredients or products; grown or processed outside of the USA?
 No. Skip to section C. Yes. Complete this section.
Imported ingredients are at higher risk of contamination and fraud. Additional audit trail documentation may be required to show that products were not treated upon entry to the USA. Refer to [H5.0 Record Keeping for Handlers](#).



- a) If yes, are you the importer of record?
 - No, I purchase ingredients from importers or suppliers.
 - Yes. Attach Import Permit for each product listing Conditions of Entry (if applicable) and Skip to section C.

- 4) Are importers/suppliers located in the USA?
 - Yes, located in USA No, located outside USA

If you directly purchase or receive product from an importer or supplier located outside of the USA, you must maintain audit trail documentation described on the H5.0 form, even if the importer is certified organic.

- a) If importer is located in the USA, is the importer certified organic?
 - Yes No. If the importer is not certified organic, you must maintain audit trail documentation described on the H5.0 form.

C. Harvest and Transportation

- 1) Do you harvest organic crops and/or contract out harvest of organic crops?

Records and organic certificates must show that harvested parcels are certified and harvest equipment is cleaned or purged.

- No Yes. Complete sections A & B on [G6.1 Harvest & Transport](#)

- 2) Are any products shipped in **unsealed** or in **permeable packaging** (ex: clamshells, open boxes, trucks) or in **reusable containers or vehicles** (ex: RPCs, tankers, railcars, vessel cargo holds)?

All transload facilities where unpackaged product is transferred into another container must be certified organic. Additionally, transporters that combine or split unpackaged loads must be certified organic, except milk haulers.

- Yes No

- a) If yes, how do you ensure contamination and commingling are prevented during transport (ex: protection from sanitizer residue, gases, liquids)? Check all that apply. *Transporter records must be available for review at inspection.*

- Clean truck affidavit Cleaning and sanitizing material records Certified supplier provides documentation
- Truck cleaning procedures Wash tags Tanker Seals Marine Surveyor report for vessel cargo hold
- Other (describe): _____

D. Storage Facilities

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

- Not applicable Attached

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

*Attach the Organic Certificate (OC) for each certified storage facility listed above. *You must request updated certificates annually.*

**For any non-certified facilities listed above, attach a CCOF [Uncertified Handler Affidavit \(UHA\)](#). UHA must be completed by the uncertified storage facility manager.