ORGANIC CERTIFICATION

Service, Support & Integrity

Farmers • Processors • Livestock
Services • Private Labelers • Ingredients • Retailers

CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

We're your partner in the organic movement. We make organic certification seamless by providing:

- Online certification management
- Personal service throughout the United States
- International export services
- Food safety services
- Certification support tools
- An "Organic is Non-GMO & More" seal

CCOF is accredited by the U.S. Department of Agriculture to certify to the National Organic Program standards.

To learn more, visit www.ccof.org »

CCOF's Expedited Certification Program

WHEN YOU NEED ORGANIC CERTIFICATION FAST

CCOF is dedicated to providing cost-effective service. Due to the complexity of the application review, inspection, and inspection report review process, we recommend that certification applications are submitted 12 weeks prior to organic harvest, projected sales, or other deadlines.

If you have a short certification time frame, we provide expedited services to meet your needs. Complete the expedited application on **www.ccof.org** and return it by email to **inbox@ccof.org** or by fax to **(831) 423-4528**.

Who is this program for?

» Operations that are capable of compliance and wish to finish the certification process as soon as possible (such as impending harvests, market releases, or product launch deadlines).

What will CCOF provide?

» Your application receives top priority processing. All correspondence will be emailed, faxed, or shipped to you as efficiently as possible.

» CCOF will begin securing an inspector immediately. Once your application is reviewed and accepted, your inspection will occur as soon as possible based upon your schedule and inspector availability.

» The inspection report will be submitted to CCOF within two business days of the inspection.

» CCOF will review the inspection report upon receipt and identify outstanding issues or grant certification within three business days.

Can certification be guaranteed by a certain date?

No, certification is dependent upon compliance onsite, the completeness of your application, and the inspector's findings.

How much does expedited service cost?

» New certification applicants and annual inspections (with or without new land, facilities, etc.); includes application fee: $2,300

» Addition of a new facility or equipment to your existing certification; includes facility/equipment fee: $1,950

» New acreage at a CCOF-certified farming operation: $1,250

» Standard additional acreage, inspection, and annual certification costs still apply, as applicable. See the Certification Services Program Manual for details. Expedited services may incur higher than average inspection expenses.

What is expected of me?

» A complete application describing your organic practices.

» Timely responses to requests for information during the application and inspection review processes.

What if I don't enroll?

CCOF will process your application as quickly as possible and provide you with high-quality service. Every effort will be made to ensure the process is completed efficiently.

Start the organic certification process today! »

Service Requested: ☐ New certification/Annual inspection ☐ Add facility/equipment ☐ Add acreage

Company: _____

Name: _____

Payment: Amount: _____ ☐ I have a discount code: _____

☐ Check included (payable to CCOF) ☐ Charge my credit card (check one): ☐ MC ☐ Visa ☐ AMEX ☐ Bill me (current clients only)

Credit Card Number: _____ Expiration Date: ____/____ (MONTH/YEAR) Security Code: _____

Cardholder Name: _____

Billing Address: _____ (STREET) (CITY) (STATE) (ZIP)

Signature: _____ **Date:** _____

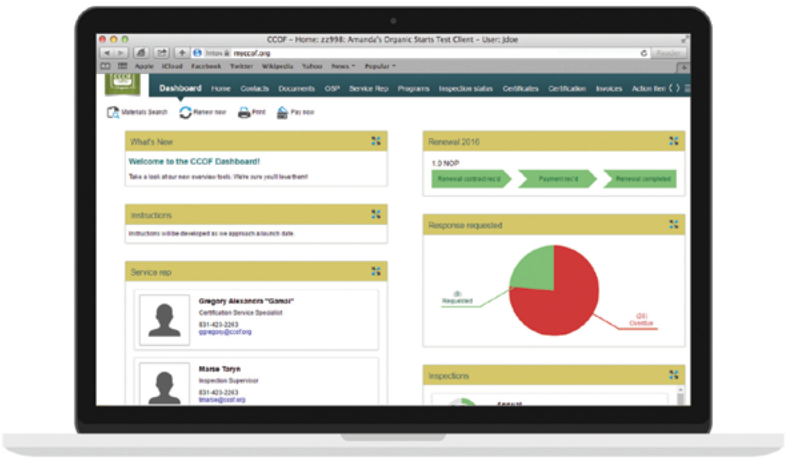
MyCCOF Online Certification Management

INNOVATIVE ONLINE CERTIFICATION TOOLS

Managing your certification just got easier.

MyCCOF is the most powerful tool in certification. Monitor your certification and renewals, access key documents, track the inspection and certification process, respond to action items, search for and add approved materials, and much more–all from your computer, tablet, or phone.

MyCCOF is free for CCOF-certified members.
Visit **www.ccof.org/myccof** to get started.



Use MyCCOF to:

» Track Action Items

Review outstanding requests from CCOF and respond directly, including a document upload. You can also check on updates you've sent to us.

» Get Your OSP Online

Download your current OSP in real time, whenever and wherever.

» Find What You Need

It's easy to find the documents that maintain your certification.

» Find Materials & Track Your Approved List

View the materials CCOF has approved for your operation. Plus, remove, search, and add new materials as you need them!

» Download Certificates

Find your current certificates and download other CCOF certified operations' certificates.

» Monitor Inspections

Follow the inspection process. Access inspector contact information, find reports, and stay informed.

» Find Service Staff

Find your CCOF service staff and more.

» Pay Bills

Track invoices and pay online!

» Manage Your Public Profile

Publicize your company statement, sales methods, and social media sites through our online organic directory.

» Track Clients & Facilities

Manage several CCOF-certified operations with a single login. Great for consultants and partnerships!

» And More—Continual Improvements

CCOF is dedicated to making certification easy to manage, and we're continually innovating new ways to make MyCCOF even better than before.

Visit www.ccof.org/myccof today to let MyCCOF work for you!

Certification Made Simple

SEARCH for approved materials

ADD new materials to your OSP

Need to add materials to your OSP? It's easier than ever before.

With MyCCOF Materials Search, you'll never again guess if a material has been reviewed. All CCOF internally-reviewed materials, OMRI Products List© materials, WSDA Brand Name List materials, and CDFA Registered organic input materials can be searched in one place. Plus, you can request OSP changes online day or night, from any device.

» Find What You Need in Our Library

View all CCOF internal material review information, plus OMRI Products List© materials, WSDA Brand Name List materials, and CDFA Registered organic input materials. Know what has and has not been approved in the past and view the status of any reviewed material.

» Easily Add to Your OSP

Request addition of materials to your OSP with the click of a button.

» Save Time

No longer is a phone call necessary to add materials. Take control and add to your OSP whenever, wherever; even with a smartphone!

» Get Notifications

Receive updates as soon as your materials have been reviewed and are ready to use.

Do you have current certificates for CCOF certified operations? Access and track them with confidence.

Buyers and distributors will love the "CCOF Certificate Portal" feature in MyCCOF. This one-of-a-kind service offers tracking and management of CCOF certificates. Access CCOF certificates today!

» Get the Green Light

Easily identify a CCOF-certified operation's standing: green, yellow, or red indicators allow for quick review of certification status.

» Easier Purchasing

Better tracking maintains integrity. Find all your CCOF-certified supplier data in one place. The CCOF Certificate Portal is a way to track the status of a CCOF-certified operation. It is not your Organic System Plan (OSP) and does not reflect your approved suppliers.

» Real-Time Notifications

Receive immediate email notification if any certification status changes.

» Instant Certificates

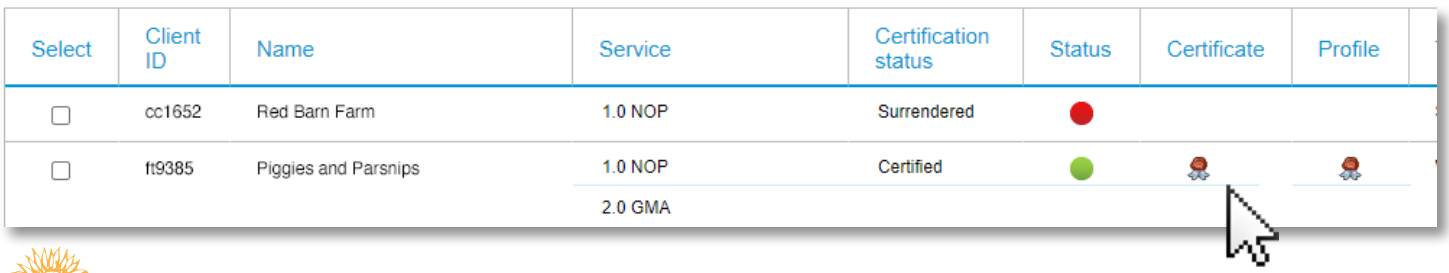
Track certifications and get your suppliers' certificates as soon as they are created. Conveniently search for certificates by date.

» Faster Inspections

Fly through your inspection with an organized queue of certificates and real-time access to their certification status.

» Organize and Prepare

Never accept an uncertified load again! MyCCOF's "CCOF Certificate Portal" feature will save you time and costly mistakes.



Select	Client ID	Name	Service	Certification status	Status	Certificate	Profile
☐	cc1652	Red Barn Farm	1.0 NOP	Surrendered	🔴		
☐	ft9385	Piggies and Parsnips	1.0 NOP	Certified	🟢		
			2.0 GMA				

Need help getting started? Read our MyCCOF FAQs at www.ccof.org/myccofhelp »

CCOF CERTIFICATION CONTRACT

- ► CCOF recommends beginning the application process with sufficient time before certification is required to allow for the necessary inspection and review process. While in some cases certification can be provided in a very short time frame, providing up to twelve weeks is recommended. Expedited services are available.
- ► Please keep a copy of all documents submitted to CCOF for your records.
- ► See **www.ccof.org/certification/how** or contact us with questions. Find all forms at **www.ccof.org/documents**.

- ► **Complete and send the following to apply for certification:**
  - CCOF Certification Contract (this 5-page form)
  - Organic System Plan (OSP) forms and attachments
    - Carefully review the Organic System Plan (OSP) Guides applicable to your operation, and complete all forms indicated:
      - **Guide to Grower OSP Forms**
      - **Guide to Livestock Producer OSP Forms**
      - **Guide to Handler OSP Forms**
  - $325 Application fee
    - Non-refundable and due with application

    ☐ My credit card information is on page 5 ☐ I have included another form of payment

    ☐ I have a discount code: _____

Email to: inbox@ccof.org Or Mail to: CCOF, 2155 Delaware Ave., Suite 150, Santa Cruz, CA 95060

- ► How did you hear about CCOF? _____

A. Company Information

1) Business Name: _____

DBA: _____

Website: _____

Phone: _____ Ext: _____ Fax: _____

2) Business Information:

Tax ID#: _____

☐ Sole Proprietorship. Owner's Name: _____

☐ Partnership. Owner's Names: _____

☐ Corporation -OR- ☐ LLC. State of incorporation: _____

Name of owners, or officers and their titles: _____

3) Physical Location of Your Operation**.**

*Where organic production occurs, or records are kept (for broker/trader/private label owners)***:**

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

4) Mailing Address *if different***:**

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

5) Billing Address *if different***:**

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

6) Preferred language for communication: ☐ English ☐ Spanish (most CCOF forms & materials available in Spanish)

7) Preferred written communication method: ☐ Email ☐ Postal Mail

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CCOF CERTIFICATION CONTRACT

B. Organic Operation Summary

Help us understand your organic operation. Describe or attach a summary description of your organic business or plans.

Your full details will be on the complete Organic System Plan you submit.

☐ Description attached

C. Contact Information

1) **Primary Contact**

Please designate one person in your operation to be CCOF's Primary Contact. This person will be listed in CCOF printed and online directories. This person should be knowledgeable of your operation, your Organic System Plan, your operation's activities, applicable organic standards, and have the authority to act on behalf of the company. **All communication will be sent to this contact.**

Name: _____ Title: _____

Phone: _____ Email(s): _____

2) **Additional Contacts**

Please list all people at your operation authorized to conduct inspections, meet with inspectors, modify the OSP, or otherwise act on behalf of the company. Check the CC box for contacts that should receive all communication along with the Primary contact listed above. Attach an additional list if necessary.

CC: ☐

Name/Title	Phone number	Email

CC: ☐

Name/Title	Phone number	Email

CC: ☐

Name/Title	Phone number	Email

D. Certification Program Information

1) Which organic standards are you applying to be certified to? Check all that apply:

For more information about CCOF certification programs, or to determine which program(s) you need, visit www.ccof.org/standards to review the CCOF Certification Services Program Manual or contact us by phone or email.

☐ **USDA National Organic Program (NOP) Compliance**

Base program for operations in the US or Mexico. Farm operations converting to organic production with intention to be certified under the NOP will be reviewed for transitional certification.

Complete the Organic System Plan.

☐ **Canadian Organic Regime Compliance**

Base program for operations in Canada only. Complete the COR Organic System Plan.

☐ **CCOF Global Market Access Program:**

Export verification for Canada, the EU/UK, Japan, Korea, Taiwan, and Switzerland from the US. Complete the **GMA application**.

☐ **CCOF International Standard Program**

Export certification for the EU or Switzerland from Mexico. Complete the **International Standard Program application**.

☐ **CCOF Mexico Compliance Program**

Required for operations in Mexico; export verification for shipments to Mexico. Complete the Mexico Compliance Program application.

2) Does this operation produce or handle:

☐ Both organic and nonorganic product(s) ☐ Organic product(s) only ☐ Organic and transitional product(s)

3) Please indicate any markets you export or plan to export to, directly or indirectly (as an ingredient or through brokers/traders etc.).

☐ Canada ☐ Europe/UK ☐ Japan ☐ Korea ☐ Taiwan ☐ Switzerland ☐ Mexico

☐ Other: _____

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CCOF CERTIFICATION CONTRACT

4) By what date do you anticipate the need for certification? _____

*The certification process could take 12 weeks or longer. If you need a shorter timeline you can enroll in the **Expedited Certification Service**.*

5) Is your operation currently certified organic?

☐ No ☐ Yes, provide name of certifier: _____

6) Has this operation ever applied for, or been granted, organic certification?

☐ No. Skip to section E. ☐ Yes. Complete this section and provide name of certifier: _____

a) Was your certification or the certification of fields or products ever suspended or revoked? ☐ Yes ☐ No

b) Did you surrender your certification with outstanding non-compliances or conditions? ☐ Yes ☐ No

c) Was your application for organic certification ever issued a denial? ☐ Yes ☐ No

d) Did you withdraw your application for certification with outstanding non-compliances? ☐ Yes ☐ No

7) If you answered yes to a, b, c, or d above, please list the years and agencies, attach a copy of all relevant letter(s) and a description of all corrective actions:

Year(s): _____ ☐ Letters Attached

Corrective actions taken: _____

E. California Organic Registration

☐ Not applicable, not based in California ☐ Not applicable, retail or restaurant

Operations engaged in production of organic products in California must register with the state prior to the first sale. Visit the CDFA Organic Program webpage or contact your local County Agricultural Commissioner for more information if you produce organic crops, livestock, or process meat, fowl, or dairy products. Contact the Department of Health Services if you process or handle any other organic products. [California Organic Products Act of 2003].

1) California Organic Program Registration number (grower and post harvest handling). *Example: 12-123456*:

_____

2) Department of Health Services Organic Registration number (processing). *Example: 12345*:

_____

F. Annual Certification Fee

CCOF will estimate and invoice your certification fee based on the information provided below and collected at the initial and subsequent inspections. Please refer to the CCOF Certification Services Program Manual for fee information. **Certification fees must be paid prior to issuance of certification.** Enter your credit card information on page 4 or attach another form of payment.

1) **All Operations:** _____

Current or expected organic production value (next 12 months)

a) **Farm and Livestock operations:** _____

Current or expected cost of certified organic seed and/or feed purchased (next 12 months)

b) **Handlers/processors/private labelers and other non-farm businesses:** _____

Current or expected cost of certified organic ingredients/products purchased (next 12 months)

c) **Retail and Restaurant operations:** _____

Current or expected number of stores (next 12 months)

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CCOF CERTIFICATION CONTRACT

Operation Name: _____ **Date:** _____

G. Certification Contract and Agreement

► **The following must be signed by a legally authorized representative of any operation by all applicants for certification by CCOF CS (CCOF).**

By signing this document, the applicant acknowledges that it has received, has read, fully understands, and agrees to be bound by the terms of the CCOF CS Certification Manuals and further agrees to:

1) For operations seeking NOP certification: Comply with all State and applicable organic production and handling regulations as described in rules issued by the United States Department of Agriculture Agricultural Marketing Service (including those regulations in 7 CFR Part 205 and the NOP Handbook as published on the USDA AMS NOP website).

2) For operations seeking COR certification: Comply with all Province and applicable organic production and handling regulations as described in rules issued by the Canada Food Inspection Agency

3) For operations seeking CCOF GMA or International Standard certification: Comply with the requirements set forth in the CCOF GMA or International Standard Certification Manual, respectively.

4) For all operations: Comply with and strictly adhere to all CCOF standards, procedures and policies set forth in the CCOF Manuals including but not limited to the following:
   a) Establishing, implementing, and updating annually an Organic System Plan that will be submitted to CCOF.
   b) Permitting on-site inspections with complete access to the production or handling aspects of the operation, including non-certified production areas, structures, or offices by CCOF. These inspections may be announced or unannounced at the discretion of CCOF or as required by an accreditation authority, government entity with jurisdiction, or other governing body.
   c) Maintaining all records applicable to the organic operation for not less than five (5) years beyond their creation.
   d) Allowing authorized representatives of CCOF, an accreditation authority, government entity with jurisdiction, or other governing body access to these records under normal business hours for review and copying to determine compliance with the applicable standards, regulations or governing law.
   e) Understanding CCOF may use subcontractors for inspecting, testing and other technical services, as necessary.
   f) Submitting to CCOF any applicable fees as described on the most current fee schedule.
   g) Immediately notifying CCOF concerning any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation.
   h) Immediately notifying CCOF of any change in your certified operation or portion of it that may affect its compliance with the applicable standards, regulations or governing law.
   i) Using the CCOF name and seal(s) only in accordance with CCOF standards and ceasing all use of CCOF's name and seal upon notice by CCOF. Any use of CCOF's names or marks, without the express consent of CCOF, is strictly prohibited and constitutes an infringement of CCOF's rights. CCOF shall be entitled to its reasonable attorney's fees and costs incurred in bringing any civil action, arbitration, or mediation to enforce its rights to its names or marks.
   j) Destroying or returning to CCOF all packaging and certificate(s) upon notice from CCOF.
   k) Understanding that the use of the CCOF name and seal must be in accordance with the CCOF standards.
   l) Authorizing CCOF to list certified parcel crops, products, services, and acreage on my certificate and in the CCOF Directory.
   m) Immediately ceasing all claims of CCOF certification associated with this operation, and destroying or returning all certificates, labeling, and marketing material containing reference to CCOF in the event that this operation withdraws, or its certification is suspended or revoked.
   n) Agreeing to be legally bound by the terms of the paragraphs entitled “Consent to Electronic Transmission”, “Governing Law”, “Consent to Jurisdiction”, “Indemnification” and “Limit of Liability” as described in the CCOF Certification Program Manual.

I, the owner or legally authorized corporate representative, acknowledge the above General Requirements for CCOF certification and understand that any willful misrepresentation may be cause for denial of an application and sanctioning of certification. I authorize the person(s) listed above to act on behalf of my company in establishing or maintaining organic certification. I attest that all information in this application is true and accurate to the best of my knowledge:

Name/Title	**Signature**	**Date**

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CCOF CERTIFICATION CONTRACT

Operation Name: _____ **Date:** _____

H. Credit Card Payment Information

Type of Credit Card: ☐ Visa ☐ Master Card ☐ Amex		Amount: $
Credit Card Billing Address:		
City:	State:	Zip code:
Name on Card:	Phone Number:	
Credit Card Number:		
Expiration Date (mm/yy): /	Security Number (The three-digit code on the back of your card. For Amex, this is the four digits on the front):	
Signature:		

I. Public Profile Information (optional)

Use these options to describe your operation. This information will be used to populate your online directory profile and to help CCOF promote your unique operation.

1) Online Presence:

☐ Facebook: _____

☐ Linkedin: _____

2) Sales Methods:

☐ Community Supported Agriculture (CSA): _____

☐ Copacking Services (CS): _____

☐ Export (EX): _____

☐ Farmer's Market (FM): _____

☐ Ingredients (Ing): _____

☐ Internet (WWW): _____

☐ Produce Stand (PS): _____

☐ Retail (R): _____

☐ Tasting Room/Winery: _____

☐ U-Pick (UP): _____

☐ Wholesale (WS): _____

3) Apprenticeship Options:

☐ Apprenticeship Offered: _____

Terms: ☐ Board ☐ Internships ☐ Wage ☐ Other: _____

4) Company Statement (Promotional/sales/informational or public statement about your company):

_____

J. Additional Service Opportunities (optional)

Check any additional services you may be interested in and a CCOF representative or partner organization will contact you.

☐ Food Safety Services for Farms ☐ Food Safety Services for Facilities or Processing ☐ Food Safety Training

☐ Other: _____

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GUIDE TO HANDLER OSP FORMS

► **Complete all OSP section(s) listed for each activity that matches your current organic activities or plans.** Do not complete sections that are not applicable to your operation.
► If your activities change in the future, you may need to either complete additional OSP forms or retire OSP forms.

If you do this (more than one may apply)**:**	**Fill out these forms:**
1) Apply for CCOF organic certification.	• CCOF Certification Contract • H5.0 Record Keeping for Handlers
2) Contract other independently certified facilities to produce or label a product; I am a private label brand owner/marketer.	• H2.0 Organic Products • Product Application
3) Act as a broker, trader, wholesaler, distributor, or importer of organic products; I do not process, repack, or relabel.	• H2.5 Brokered Products • H2.6 Broker Suppliers
4) Process, handle, or physically label organic products (for my own brand or for private label brands) at a facility I own or lease.	• Handler Materials Application (OSP Materials List) • Product Application (not applicable for wineries) • H2.0 Organic Products (not applicable for wineries or livestock feed processors) • H2.3 Organic Facility (for each location) • H4.0 Organic Practices (for each location)
5) Use nonagricultural processing aids, packaging aids, sanitizers, or other additives in or on organic products.	• Handler Materials Application (OSP Materials List) • Nonorganic Processing Material Affidavit (if applicable) • Natural Flavor Affidavit (if applicable)
6) Source ingredients for organic products.	• H2.0A Ingredient Suppliers (not applicable for brokers)
7) Source ingredients from an uncertified broker, trader, wholesaler, distributor, or importer.	• Uncertified Handler Affidavit (for each uncertified handler)
8) Use an uncertified storage facility to store unsealed product or product in permeable packaging.	• Uncertified Handler Affidavit (for each uncertified facility)
9) Process multi-ingredient products.	• H2.0B Product Formulation (for each product)
10) Provide processing, handling, toll processing, or fee-for-services for organic products that I do not own or take title to.	• H2.4 Organic Services
11) Package products under a brand or private label owned by someone else.	• Co-Packer Application (for each brand not CCOF certified)
12) Process or handle wine made from grapes.	• V2.0 Organic Winery • V2.1 Wine & Label Approval • GMA Wine Approval Application (if exporting wine from US to EU, UK, or Switzerland)
13) Produce or mill livestock feed.	• H2.2 Livestock Feed
14) Hold live animals for slaughter for less than one week or I am a livestock broker who takes title but not physical possession of animals.	• H2.8 Temporary Livestock Management (livestock brokers who take title and physical possession of animals must complete full Livestock OSP)
15) Process or handle organic products in Mexico, or export finished organic product to Mexico from the US.	• Mexico Compliance Program Application
16) Plan to export organic products, or your organic products may be exported to one of the following countries by someone else: Canada, EU, UK, Switzerland, Japan, Korea, Taiwan.	• Global Market Access Program Application (for US operations and all operations exporting to Canada) • International Standard Program Application (for Mexico operations exporting directly to the EU)
17) Provide services to a CCOF certified operation and I want that operation to participate in management of my certification.	• Contracted Partner Program Application (Optional)
18) Grow or harvest products or ingredients.	• Guide to Grower OSP Forms Complete applicable forms as directed
19) Apply for certification of retail/grocery store or restaurant (not required).	• R1.0 Activities Checklist for Retailers/Restaurants Complete applicable forms as directed

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NOP §205.105, 205.201, 205.301-311, 205.605, 205.606

PRODUCT APPLICATION

Find all forms at www.ccof.org/documents. Send completed forms to inbox@ccof.org.

Operation Name: _____ **Date:** _____

► List finished organic products below, including private label brand products. An **Excel version** of this document is available online or by contacting CCOF.
Product category, detail and brand name will appear on your certificate; product category will appear in public directory of CCOF certified operations. CCOF reserves the right to modify product listings to reflect directory naming conventions.

► Once you are certified, refer to your CCOF client profile for a complete list of all products currently included in your certification.

1) Attach all labels for all organic products, including retail, case labels, wholesale, labels for export, and other labels that include any reference to organic. ☐ Attached
   - *Organic labeling guidelines including international labeling are available at **www.ccof.org/labeling**. Submit all revisions to CCOF prior to printing.*

2) Do you package any products for private label brand/marketer customers? ☐ No ☐ Yes, complete the **Co-Packer Application** for each brand not certified by CCOF.

3) Private label brand owners who do not process: For each multi-ingredient product, submit an ingredient statement from the manufacturer to compare to your label. *Not required if co-packer is CCOF certified.* ☐ Attached

Product Category	**Product Detail** *As listed on label*	**Brand Name**	**Packaging Form** *Retail Wholesale Bulk / Nonretail Not packaged*	**USA product label claim**	**Name of:** ☐ Certified location where product is processed *(may be your own facility)* OR ☐ Certified co-packer of private label product	**Export Market** *International market you export product to*
Ex: Ice Cream	*Ex: Vegan chocolate sea salt swirl*	*Ex: Momo's Munchies*	*Retail*	☐ Made w/ organic* ☒ Organic** ☐ 100% Organic***	*Ex: Snack Shack*	*Ex: Canada, Mexico*
				☐ Made w/ organic* ☐ Organic** ☐ 100% Organic***		
				☐ Made w/ organic* ☐ Organic** ☐ 100% Organic***		
				☐ Made w/ organic* ☐ Organic** ☐ 100% Organic***		
				☐ Made w/ organic* ☐ Organic** ☐ 100% Organic***		
				☐ Made w/ organic* ☐ Organic** ☐ 100% Organic***		
				☐ Made w/ organic* ☐ Organic** ☐ 100% Organic***		

***** "Made with organic" is only allowed in USA and Mexico. Products labeled "Made with organic" must contain at least 70% organic ingredients. The remaining ingredients must either be agricultural or approved nonorganic materials from the National List.

****** Products labeled Organic must contain a minimum of 95% organic ingredients, remaining ingredients must be either organic or approved nonorganic materials from the National List.

******* "100% Organic" is only allowed in USA and Mexico. Must be produced with "100% Organic" certified ingredients. Must be produced without nonorganic processing/packaging aids.

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HANDLER MATERIALS APPLICATION (OSP MATERIALS LIST)

Operation Name: _____ **Date:** _____

- ► **Submit this form with your initial application** to describe nonorganic products or materials you plan to use. *Private label or brand owners who do not process products are not required to submit this form; send information about nonorganic materials to your certified co-packer.*
- ► CCOF will review all materials listed and provide you with a copy of your OSP Materials List listing approved materials.
- ► To add or remove materials after your initial application, update your OSP Materials List directly on MyCCOF.org or submit this form. CCOF may require additional information regarding materials you include on this form.

It is your responsibility to verify that all materials are allowed prior to use. *Only materials included in your OSP Materials List may be used. This protects you and helps ensure you do not use noncompliant materials that will negatively affect your organic certification.*

A. Nonorganic Processing Aids

- ► **List all nonorganic materials that directly contact organic products** (i.e. gases, processing/packaging aids, fining agents, acids, filtration aids, wash water additives, sanitizers).
- ► Include specific product brand name, function, and manufacturer information.
- ► For each nonorganic material not previously approved by CCOF, submit a **Nonorganic Processing Material Affidavit** or **Natural Flavor Affidavit**. Search for approved materials on MyCCOF.org.

Brand Name	Manufacturer	General Material Name	Function *(ex: Filtration, wash water, leavening, acidulant, fermentation, etc.)*	CCOF Use Only
Ex: CleanWash 456A	*Washed Waters, LLC*	*Peracetic acid*	*wash water additive*	

Nonorganic Processing Aids – NOP § 205.105; 205.605; 205.606: Nonorganic materials used in or on organic products must not be the product of GMOs or produced with the use of irradiation or sewage sludge and must comply with any additional annotations.

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B. Equipment Sanitizers and Detergents/Cleaners

- ► Indicate materials used to clean and sanitize equipment and surfaces that organic product contacts during receiving, handling, processing, transport, or storage, including grading or sampling equipment.
- ► Materials used in areas outside of organic handling do not need to be disclosed, such as employee hand sanitizers, foot baths, bathroom cleaners, or drain cleaners.
- ► If you are unsure which material category your cleaning and sanitation chemicals fall under, submit your material label(s) to CCOF and we will determine which category applies.

Material Category *Active Ingredient per product label*	**Used?**	**Rinsed? (Yes/No)**	**Location or Surface Used On** *(ex: processing lines, reused storage containers)*
Detergent, Soap, or Cleaner (must rinse)	☐		
Chlorine (Calcium hypochlorite, Chlorine dioxide, Sodium hypochlorite, Hypochlorous acid - generated from electrolyzed water)	☐		
Peracetic acid/Peroxyacetic acid	☐		
Phosphoric Acid	☐		
Alcohol - Ethanol, Isopropanol (must air dry or rinse)	☐		
Citric Acid	☐		
Hydrogen Peroxide	☐		
Ozone	☐		
Quaternary Ammonium Sanitizer (must rinse and test for zero residue)	☐		
Other or unknown (attach label listing ingredients, rinse may be required):	☐		

C. Boiler Chemicals

- ► List materials used in your boiler system, if applicable.
- ► For each boiler chemical not previously approved by CCOF, submit a material label or similar spec sheet that discloses composition. Additional information regarding volatility may be required. Search for approved materials on MyCCOF.org.

Boiler Chemical Brand Name	**Manufacturer**	**Volatile? (Yes/No)**	**Shut off prior to organic? (Yes/No)**
Example: Boilerchem 123	*The Boiler Pros, LLC*	*Yes*	*Yes - 24 hours before organic*

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D. Facility Pest Control Materials – National List

- National List Pest Control Materials may be used only if preventative practices and mechanical/physical controls are not sufficient to prevent or control pests.
- Only list materials that are used in organic production and/or organic storage areas.
- If you are unsure which material category your pest control chemicals fall under, submit your material label(s) to CCOF and we will determine which category applies.

National List Material Category	Used?	Location Used *(ex: production room)*	Applied by Spray/Fogging? (Yes/No)
Ammonium carbonate	☐		
Boric acid	☐		
Botanical pesticides	☐		
Carbon dioxide	☐		
Diatomaceous earth	☐		
Nitrogen gas	☐		
Nonsynthetic bait/lure/repellent	☐		
Pheromones	☐		
Pyrethrum/pyrethrins *(Pyrethroids are synthetic and not included in this category, list in section E)*	☐		
Sticky traps	☐		
Vitamin D3	☐		

E. Facility Pest Control Materials – Non-National List

- Non-National List Pest Control Materials may be used only if preventative practices, mechanical/physical controls, and National List materials are not sufficient to prevent or control pests. Justification for the use of non-National List Materials must be provided.
- Only list materials that are used in organic production and/or organic storage areas.
- Any pest control material that does not fit into one of the categories in table D above is considered a Non-National List material.
- If you are unsure which material category your pest control chemicals fall under, submit your material label(s) to CCOF and we will determine which category applies.

Non-National List Material	Location Used	Applied by Spray/Fogging? (Yes/No)
Example: MAX Fog Roach Killer	*ex: production room*	*Yes*

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CO-PACKER APPLICATION

Operation Name: _____ **Date:** _____

- ► Complete this form if you co-pack organic products into another company's private label brand. You must send CCOF all organic labels you pack into, even if CCOF is not listed as the certifier on the label.
- ► Complete one form for each private label owner. Attach all labels and describe the products below. If the brand owner is CCOF certified for the products you are co-packing, do not complete this form.
- ► Refer to your CCOF Client Profile for a complete list of all products currently included in your certification, available on MyCCOF.

A. Owner of Private Label Brand (Company Name): _____

B. Private Label Products *Attach list if needed*

Product	Brand Name

1) Is this Private Label Owner certified organic for this product?

☐ No. Skip to question B2. ☐ Yes. Complete this section.

a) Name the certifier and attach a complete, current organic certificate: _____

☐ Certificate attached. Stop, this form is complete.

2) Is CCOF's name or seal used on the label in association with the Private Label Owner?

☐ No. This form is complete. ☐ Yes. Complete this section.

a) Private Label Owner Address: _____

Private Label Owner City, State, Zip: _____

Private Label Contact Name and Title: _____

Private Label Contact Email: _____

Private Label Contact Phone: _____

CCOF will send Notification to the Private Label Owner that the CCOF name and/or seal may only be used on the products listed on your organic certificate.

Use of CCOF Name and Seal: *The CCOF name and/or seal may be used on labels of non-CCOF certified Private Label Owner/Marketer provided that the product was grown or processed by CCOF certified operations. CCOF approval of the private label brand products does not constitute certification of the Private Label Owner/Marketer. CCOF Certified Operations must notify CCOF in advance of packing any new private label brand product. CCOF Certified Operations will be billed for the use of CCOF's name and/or seal on a Private Label per the **CCOF Certification Services Program Manual**.*

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Operation Name: _____ **Date:** _____

► Complete this form if you manufacture, process, label, or repack organic products or contract another certified operation to process and/or package organic products into your brand or label (private label brand owner/marketer).

- You may only use labels, ingredients, processing aids, suppliers, and formulas approved by CCOF to produce organic products. Submit updates for pre-approval before using.
- Once certified, you are only approved to produce organic products listed on your CCOF client profile, available on MyCCOF.org. Pre-approval is required for new products; submit a **Product Application**.
- You must maintain current organic certificates for all suppliers, contracted co-packers, certified private label brand owners, and any other certified organic operation you work with.

A. Labels and Ingredients

1) Attach all labels for all organic products, including retail, case labels, wholesale, labels for export, and other labels that include any reference to organic.

Organic labeling guidelines are available at www.ccof.org/labeling. Submit all revisions to CCOF prior to printing.

☐ Attached ☐ Not applicable, no package.

2) For ingredients and processing aid materials listed on your **H2.0A Ingredient Suppliers** and **Handler Materials Application (OSP Materials List)**, do you source and procure the ingredients and materials?

☐ Yes ☐ No ☐ Not applicable, we do not source ingredients or materials.

a) If no, indicate who sources ingredients or materials: _____

3) Are you a **private label brand owner/marketer** who contracts an independently certified co-packer to produce your branded products?

☐ Not applicable, not working with co-packers. Skip to section B.

☐ Yes, attach organic certificates for all **co-packers** who produce products for you at their facility. ☐ Attached

Certificates for co-packed products must list branded products specifically. You must request updated certificates annually.

4) As a **private label brand owner/marketer**, do you purchase, take title to, or take physical possession of ingredients?

☐ No, co-packer sources and procures ingredients. Skip to section D.

☐ Yes, I source ingredients

a) 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

b) 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 D. *H2.0A form not required.*

☐ I do not provide organic supplier information to my co-packer. *H2.0A form required for organic ingredients, CCOF will list your organic ingredients on your organic certificate.*

B. Monitoring Suppliers & Fraud Prevention

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 H2.0A form and be 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.

_____

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2) Do you purchase or receive 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 of organic ingredients, as applicable.

If you are a co-packer receiving ingredients from a private label owner, UHA is not required if shipping documents link to certified suppliers.

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, I have determined the organic certificate is legitimate and complete, and new suppliers are approved by CCOF.

☐ 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?

☐ Yes. Attach Import Permit for each product listing Conditions of Entry (if applicable) and Skip to section C.

☐ No, I purchase ingredients from importers or suppliers. Continue to question 4.

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. Formulas

1) For formulas listed on **H2.0B Product Formulation Sheet(s)**, do you control recipes, i.e. own or manage recipes?

Changes to formulas must be pre-approved by CCOF. H2.0B form not required for private label owner/marketer working with a co-packer; only co-packer is required to submit formula.

☐ Yes ☐ No ☐ Some ☐ Not applicable, single ingredient products only. ☐ Not applicable, private label owner/marketer.

2) For finished products labeled "Organic" containing **nonorganic** ingredients listed on 205.606 or 205.605 (if commercial availability is noted), attach an **H2.7 Commercial Availability** form for each nonorganic ingredient. Examples: flavors, colors, yeast.

You must continually search for organic versions on an annual basis.

☐ Attached ☐ Not applicable, no nonorganic agricultural ingredients.

D. Storage Facilities

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 & Location	Ingredients/Products Stored	Documentation
		☐ *OC** ☐ *UHA***
		☐ *OC** ☐ *UHA***
		☐ *OC** ☐ *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.

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Operation Name: _____ **Date:** _____

- List all suppliers and ingredients used in organic products, including "work in process" ingredients made in house.
  1. Attach organic certificates for all certified vendors, manufacturers, and suppliers. ☐ Attached
     Certificates must be dated within the last 12 months and must list the specific product you use. You must request updated certificates annually.
  2. For any uncertified supplier of organic ingredients, list the certified supplier who provides the ingredient and attach an **Uncertified Handler Affidavit (UHA)**. ☐ Attached
  3. For each multi-ingredient ingredient, submit an ingredient statement from the manufacturer to compare to your label. ☐ Attached
- An **Excel version** of this document is available at www.ccof.org/documents or by contacting CCOF.
- Update this master list as you add and remove suppliers. Highlight new suppliers or products in yellow and removed suppliers or products in blue to simplify updates.
- List all **nonorganic processing aids, sanitizers, and packaging aids** that contact organic products on your **Handler Materials Application (OSP Materials List)**. For each nonorganic ingredient or processing aid not previously approved by CCOF, submit a **Nonorganic Processing Material Affidavit** or **Natural Flavor Affidavit**. *Private label owners who do not manufacture are not required to submit nonorganic ingredients or processing aids for review.*

Vendor	**Manufacturer/Supplier** *If vendor is not certified organic*	**Ingredient Name** *List one ingredient per line, match organic certificate*	**Organic?** *(Yes, No)*	**Date Added to H2.0A**	**Certifier** *Optional, for your use*	**CCOF Use Only**
Ex: Uncertified ABC broker	*Ex: XYZ Juice Supply*	*Ex: apple juice concentrate*	*Yes*	*7/15/2020*	*CCOF*	

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Operation Name: _____ **Date:** _____

- Use this form for each multi-ingredient product you manufacture. *Private label/marketers who do not process products are not required to complete this form; submit an ingredient statement from the manufacturer. Wineries complete **V2.0 Organic Winery** and **V2.1 Wine & Label Approval**, not this form. Livestock feed producers are not required to submit all formulations, only a sample.*
- An **Excel version** of this document is available online or by contacting CCOF. Complete one H2.0B form for each product.
- See formulas below headers to guide calculations. Weight or fluid volume unit of measurement must be the same for each ingredient, e.g. grams.
- If you are unclear on the % organic content of an ingredient (B), contact the supplier's organic certifier to request confirmation.
- For each nonorganic ingredient or processing aid not previously approved by CCOF, submit a **Nonorganic Processing Material Affidavit** or **Natural Flavor Affidavit**. Search for approved materials on MyCCOF.org.

Product Name:	
Label Brand Name(s):	

Ingredient *As listed on H2.0A form* *Do not list salt or water*	**Quantity (A)**	**Weight, %, or fluid volume**	**% Organic Content of Ingredient (B)**	**Ingredient's Org. Contribution to Product (C) = (A)x(B)**
Ex: chocolate chips	*20*	*grams*	*95%*	*19 = (20x0.95)*
Total of non salt and water contents **(D)**: *Total of column (A)*			Organic Contribution **(G)**: **Total of column (C)**	
Quantity Salt **(E)**:				
Quantity Water **(F)**:			**Total Organic %: Divide (G)/(D)**	
Total Ingredient Quantity: **Add up (D), (E) and (F)**				

Round down to nearest whole number
"Organic" must be >95% organic
"Made with Organic" must be >70% organic

List processing aids* used, including packaging aids (i.e. Carbon Dioxide, Chlorine in wash water) if not listed above. *Only ingredients and materials approved by CCOF and appearing on your **Handler Materials Application (OSP Materials List)** may be used*:

**Products labeled "100% Organic" must be produced without nonorganic processing/packaging aids, sanitizers or gases.*

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Operation Name: _____ **Date:** _____

► Complete this form if you produce, mill, or blend products sold as livestock feed or livestock feed premixes.

A. Product Composition

- All agricultural ingredients in organic livestock feed must be organic.
- You may only use ingredients, nonorganic additives, processing aids, and suppliers approved by CCOF to produce organic products. Submit updates for pre-approval before using.
- You must maintain current organic certificates for all suppliers, contracted co-packers, certified private label brand owners, and any other certified organic operation you work with.

1) How do you verify that all supplier/ingredient organic certificates are current for all ingredients and products?

*Suppliers are listed on **H2.0A Ingredient Suppliers**.*

☐ Maintain valid certificates onsite, updated annually.

☐ Other (describe): _____

2) For ingredients and processing aid materials listed on your **H2.0A Ingredient Suppliers** and **Handler Materials Application (OSP Materials List)**, do you source and procure the ingredients and materials?

☐ Yes ☐ No ☐ Not applicable, no ingredients or materials sourced

a) If no, indicate who sources ingredients or materials: _____

3) How can you demonstrate that only organic agricultural ingredients and approved nonorganic materials were used and any National List restrictions on usage rates are met in each lot produced?

Records must be available at inspection.

☐ Maintain batch/production records showing identity and quantity of each ingredient in each lot.

☐ Other (describe): _____

B. Monitoring Suppliers & Fraud Prevention

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 H2.0A form and be 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 or receive 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 of organic ingredients, as applicable.

If you are a co-packer receiving ingredients from a private label owner, UHA is not required if shipping documents link to certified suppliers.

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, I have determined the organic certificate is legitimate and complete, and new suppliers are approved by CCOF.

☐ 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): _____

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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. Livestock Feed Labels

- Packaged livestock feed products must include the statement "Certified organic by CCOF" or similar phrase beneath the name of the handler or distributor, and comply with other Federal and State feed labeling requirements.
- You may only use labels approved by CCOF. Submit all revisions for pre-approval before printing.

1) Attach labels for organic products sold direct-to-consumers. For labels with a standard format, attach sample labels showing your template. For bulk (no label), attach an example of a title transfer document listing "Certified organic by CCOF."

☐ Attached

2) Describe how finished products are labeled or identified if shipped in non-retail form (i.e. railcar, truck, tote, etc.). *Bulk shipments must list "Certified Organic by CCOF" on title transfer documents.*

D. Storage Facilities

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 & Location	Ingredients/Products Stored	Documentation
		☐ *OC** ☐ *UHA***
		☐ *OC** ☐ *UHA***
		☐ *OC** ☐ *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). UHAs must be completed by the uncertified storage facility manager.

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Operation Name: _____ **Date:** _____

► Complete this form if you process organic products or take physical possession of products you sell or distribute.

► Complete one form for each facility/location. Once certified, your CCOF Client Profile lists your facilities, available on MyCCOF.org.

A. General Information

1) Facility Name: _____

Facility Tax ID: _____

2) Is facility information requested below in this section identical to the physical location address provided on your **CCOF Certification Contract**?

☐ Yes. Skip to section B ☐ No

3) Do you (check one):

☐ Own this facility ☐ Lease this facility

Only facilities that you own or lease can be included in your certification. Facilities that you do not own or lease must apply for separate certification.

4) Site Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

5) Each facility located in California must register with the state prior to first sale ☐ N/A, not located in California

a) CDFA (grower and post-harvest handling) or CDPH (processing) registration number: _____

6) Contact (Name/Title): _____

7) Phone: _____ Fax: _____

8) Email(s): _____

9) Is this facility currently certified organic by another certifier?

☐ No ☐ Yes, provide name of certifier: _____

10) Has this facility ever previously applied for or been granted organic certification to any certification agency?

☐ No. Skip to section B. ☐ Yes. Complete this section and provide name of certifier: _____

a) Was your certification or the certification of products or this facility ever suspended or revoked? ☐ Yes ☐ No

b) Did you surrender your certification with outstanding non-compliances or conditions? ☐ Yes ☐ No

c) Was your application for organic certification ever issued a denial? ☐ Yes ☐ No

d) Did you withdraw your application for certification with outstanding non-compliances? ☐ Yes ☐ No

11) If you answered yes to a, b, c, or d above, please list the years and agencies, attach a copy of all relevant letter(s) and a description of all corrective actions:

Year(s): _____ ☐ Letters Attached

Corrective actions taken: _____

B. Facility Activities, Site Plan and Product Flow

1) Processing or handling activities, ex: baking, cooling: _____

2) Attach 8.5 x 11" site map(s) showing all organic processing and storage areas (may be hand drawn). Identify all equipment, machinery, grading stations, and storage areas used for organic products. ☐ Map attached

3) Attach either a written description or a schematic product flow chart that describes or shows where and how ingredients or products are received, stored, processed, packaged, and warehoused. ☐ Attached

- Submit a separate flow chart for each production type.
- The flow chart(s) must include all organic production steps.
- Include all equipment, machinery, grading stations, and storage areas used for organic products, and indicate where ingredients are added or processing aids are used.
- If product moves through different facilities, describe the flow across different facilities and submit an organic certificate for any contracted facility. *You must request updated certificates annually.*

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Operation Name: _____ **Date:** _____

► Complete this form if you provide 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 (i.e. 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.

c) If No, how do you verify that incoming customer products are certified organic? Check 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 brokers, traders, wholesalers, distributors, or importers use your services for organic products?

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

☐ No ☐ Yes, attach an **Uncertified Handler Affidavit** (UHA) for each uncertified handler

a) If yes, how will you ensure that only certified suppliers are used by the uncertified handler? Check all that apply.

Audit trail records must link directly back to the last certified operation.

☐ I do not provide service 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, refuse or hold shipment until the certified supplier is verified.

☐ Other (describe): _____

4) Do you handle or process imported organic ingredients or products?

☐ No. Skip to section C. ☐ Yes. Complete this section.

Imported products 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. Documentation for each shipment may include import permits, phytosanitary certificates, transaction certificates, NOP Import certificates, CBP Forms 3461 and 7501, commercial invoices, export packing list, Certificate of Origin, Bill of Lading, Waybills/Air Waybills, AMS Inspection Certificate, Marine Surveyor report, and other documents.

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5) If you handle imported products, is the importer located in the USA?

If the importer is located outside of the USA, you must maintain the additional audit trail documentation described above, even if the importer is certified organic.

☐ Yes ☐ No

a) If Yes, is the importer certified organic?

☐ Yes ☐ No. *If the importer is not certified organic, you must maintain additional audit trail documentation, described above.*

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.

D. Storage Facilities

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 & Location	Ingredients/Products Stored	Documentation
		☐ *OC** ☐ *UHA***
		☐ *OC** ☐ *UHA***
		☐ *OC** ☐ *UHA***

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

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

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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**.*

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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
		☐ *OC** ☐ *UHA***
		☐ *OC** ☐ *UHA***
		☐ *OC** ☐ *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.

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Operation Name: _____ **Date:** _____

- ► Complete this table if you are a broker, trader, wholesaler, distributor, or importer of organic products that you do not process, repack, or relabel.
- ► List your organic suppliers and products in the table below. An **Excel version** of this document is available online or by contacting CCOF.
- ► Once certified, you are only approved to sell the organic products listed on your CCOF client profile, available on **MyCCOF.org**.

  Product name and brand name will appear on your certificate; product category will appear in public directory of CCOF certified operations. CCOF reserves the right to modify product listings to reflect directory naming conventions.
- ► Update this table as you add new suppliers. Highlight new suppliers or products in yellow and removed suppliers or products in blue to simplify updates. Once certified, provide an updated version of this list to CCOF quarterly at a minimum. More frequent updates may be required.
  1. Attach organic certificates for all certified vendors, manufacturers, and suppliers. ☐ Attached

     Certificates must be dated within the last 12 months and must list the specific product you source. You must request updated certificates annually.
  2. For any uncertified supplier/vendor, also list the certified supplier who provides the product and attach a **Uncertified Handler Affidavit (UHA)**. ☐ Attached

Vendor	**Manufacturer/Supplier** *If vendor is not certified organic*	**Product Name** *List one product per line, match organic certificate, include brand name if any*	**Packaging Form** *Retail label Wholesale label Bulk / Nonretail label Not packaged*	**USA product claim**	**Export Market** *International market you export to*	**CCOF approved?**
Ex: Uncertified ABC broker	*Ex: XYZ Juice Supply*	*Ex: apple juice – Appleton brand*	*Retail label*	☐Made w/ organic* ☒Organic ☐100% Organic**	*Ex: Canada, EU, Mexico*	
				☐Made w/ organic* ☐Organic ☐100% Organic**		
				☐Made w/ organic* ☐Organic ☐100% Organic**		
				☐Made w/ organic* ☐Organic ☐100% Organic**		
				☐Made w/ organic* ☐Organic ☐100% Organic**		
				☐Made w/ organic* ☐Organic ☐100% Organic**		
				☐Made w/ organic* ☐Organic ☐100% Organic**		
				☐Made w/ organic* ☐Organic ☐100% Organic**		

***** "Made with organic" is only allowed in USA.

****** "100% Organic" is only allowed in USA. Products labeled 100% Organic must be listed as 100% organic on the supplier's organic certificate.

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Operation Name: _____ **Date:** _____

*Nonorganic ingredients are allowed in products labeled "Organic" only when organic forms are not commercially available, the ingredient appears on the National List §205.605/ 205.606, and other technical criteria are met (per **Nonorganic Processing Material Affidavit**). If an organic version is commercially available, you must use it. Cost cannot be a factor in determining commercial availability.*

Commercially available – "The ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function".

► Complete one H2.7 form for each 205.606 National List nonorganic agricultural ingredient used in products labeled "Organic" or other material requiring commercial unavailability documentation, i.e. yeast, flavors, silicon dioxide. You are required to search for organic ingredients at least on an annual basis. You may create a spreadsheet to track this information if you source multiple ingredients.

A. Organic Ingredient Search

1) Nonorganic ingredient: _____

2) Used in the following "Organic" product(s): _____

3) Describe your search (potential suppliers, dates, search methods).

You must contact at least three (3) potential organic sources and use resources such as the USDA Organic Integrity Database, or explain why this search is not possible. If an organic version is commercially available, you must use it. Cost cannot be a factor in determining commercial availability.

4) Which of the following makes this product unavailable organically? Check all that apply.

☐ Form ☐ Quality ☐ Quantity ☐ Essential Function

a) Explain your answer using specific details.

B. Ongoing Annual Monitoring Plan

1) Describe your ongoing plan to find an organic ingredient and attach records that will be used to document your search and any product testing. ☐ Attached

You must contact at least three (3) manufacturers annually and use resources such as the USDA Organic Integrity Database. Records or documents of continued efforts to locate an organic source will be reviewed at your annual inspections.

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Operation Name: _____ **Date:** _____

All certified livestock handling operations must have an Organic System Plan that describes practices and procedures to be performed that cover all applicable organic livestock regulations including NOP § 205.236 through NOP § 205.240.

► This form is required for the following operations:

- Operations that hold or manage organic animals for less than one week (e.g., brokers, auction facilities, slaughter facilities). If animals are held or managed for more than one week, the operation must be certified for livestock management and fill out the complete **Livestock OSP**.
- Operations that facilitate sale or trade of live animals on behalf of a seller or oneself who do not take physical possession of organic animals (e.g., brokers, brand owners, video auction yards)**.**

A. Operation Description

1) Describe the primary function of your operation. Check all that apply:
☐ Slaughter facility ☐ Temporary boarding facility ☐ Broker of live animals ☐ Auction barn/yard ☐ Brand owner
☐ Other: _____

2) What types of activities do you perform?
☐ I sell live animals ☐ I purchase live animals ☐ I take ownership of live animals
☐ I take physical possession of live animals ☐ Other: _____

3) Check all the types of livestock your operation handles:
☐ Organic slaughter eligible livestock ☐ Nonorganic livestock ☐ Organic livestock that are not eligible for organic slaughter
☐ Beef Cattle ☐ Dairy Cattle ☐ Swine ☐ Poultry ☐ Sheep ☐ Other: _____

B. Incoming Animals

1) Do you slaughter, buy, broker, physically receive or contract the production of organic livestock?
☐ No
☐ Yes. complete **L6.1 Livestock Suppliers.**
You must notify CCOF of new suppliers quarterly at minimum. If your certificate management system is insufficient, more frequent updates will be required.

2) How frequently do you switch livestock suppliers, add new suppliers, make one-off purchases or do "spot purchasing" of live animals?
Frequent changes may result in increased audit trail verification at inspection.

_____

3) How do you verify that mammals were managed organically since the last third of gestation and/or poultry were managed organically since their second day of life? Check all that apply.
Animals for slaughter must be under continuous organic management from the last third of gestation or hatching. NOP § 205.236.
☐ Organic certificate showing **all** animals as organic from last third of gestation
☐ Organic certificate showing **some** animals as organic from last third of gestation and **Ruminant Animal Attestation** showing the IDs for animals that are organic from last third of gestation
☐ Statement from supplier's certifier that animals are organic from last third of gestation
☐ Other: _____

4) How do you verify that animals have never been treated with synthetic parasiticides? Check all that apply.
Animals for slaughter must not have been given synthetic de-wormers including fenbendazole or moxidectin. NOP § 205.238
☐ Supplier affidavit required with each shipment showing the IDs for animals that have never been treated with synthetic parasiticides.
Suppliers may provide the **Ruminant Animal Attestation** *or equivalent documentation.*
☐ Supplier organic certificate confirms that all animals are eligible for organic slaughter.
☐ Other: _____

5) What forms of identification arrive with incoming animals that can be used to trace the animal and verify their organic eligibility?
☐ Ear tags ☐ Neck tags ☐ Ear notching ☐ Brand ☐ Group/flock ID number ☐ Purchase date
☐ Visual identification (describe): _____
☐ Other (describe): _____

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6) How does your system ensure that animals or shipments without sufficient documentation or identification to confirm slaughter eligibility and/or organic status are not marketed, sold, or processed as organic? Check all that apply.
Audit trail and production records tied to these animals will be reviewed at inspections to confirm that your system is sufficient.

- ☐ Documents are reviewed at time of receipt.
- ☐ IDs of incoming animals are confirmed to match IDs on accompanying documents.
- ☐ Animals lacking sufficient ID & documentation are diverted as nonorganic.
- ☐ Animals lacking sufficient ID & documentation are not accepted.
- ☐ Animals lacking sufficient ID & documentation are not processed/sold/marketed as organic until their status is confirmed.
- ☐ Standard Operating Procedure attached.
- ☐ Other: _____

7) Do you ever apply temporary identification to an animal?

- ☐ No
- ☐ Yes. Describe the type of ID used, the reasons this type of ID would be applied, and how the organic status and slaughter eligibility for this animal is confirmed:

_____

8) Do you ever apply new permanent identification to animals?

- ☐ No
- ☐ Yes. Describe the type of ID used, the reasons this type of ID would be applied, and how the organic status and slaughter eligibility for this animal is confirmed:

_____

C. Livestock Management Activities

1) Do you provide feed or water to animals while under your management?
☐ No ☐ Yes. Complete **L3.0 Livestock Feed, Feed Additives and Water**, except Section C. Dry Matter Demand.

2) Do you provide temporary housing for live animals?
☐ No ☐ Yes. Complete section A of **L4.0 Living Conditions**.

3) Is any health care administered or topical treatments applied to animals while under your management?
☐ No, skip to question 4. ☐ Yes. Complete the **Livestock Materials Application (OSP Materials List)**.

a) If you treat an animal, how do you identify/segregate/track that animal to ensure that the withholding period is met for the animal and/or its products, or if applicable, that the animal isn't slaughtered as organic? Check all that apply:
☐ N/A, I do not administer medications. ☐ Treatment date and material are documented in animal records
☐ Record withholding period ☐ Remove Slaughter Eligibility ID ☐ Animals segregated to a separate area of my operation
☐ Removed from my operation
☐ Other: _____

4) Do animals have access to pasture or vegetative ground while at your operation?
Vegetation available to organic animals must be certified. Pasture must be managed as a crop. NOP § 205.237.

- ☐ Yes, I provide animals access to certified organic pasture which I own and operate. My organic certificate is attached.
- ☐ Yes, cattle have access to certified pasture managed by other operations. Submit a **Custom Grazing and Management Affidavit** for each operation.
- ☐ No, animals do not have access to vegetation and only have access to dirt or covered ground.

5) Do you transport or contract the transport of organic animals to or from your operation while under your ownership or management?
☐ No ☐ Yes. Complete Section D of **L4.0 Living Conditions**.

6) Are animals ever transported to another certified location for holding or grazing?
☐ No ☐ Yes. Complete a **Custom Grazing and Management Affidavit** for each off-site location.

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D. Recordkeeping

Organic animals must be traced from birth to slaughter, including ownership changes, physical movement of the animal, transportation, purchases, and sales. An audit trail capable of tracing the sources and amounts/numbers of all animals, feeds, supplements, additives and medications must be kept and be made available at inspection or upon request. Large animals must be individually identified in some manner. Poultry, rabbits and other small animals are to be tracked by flock, lots, or other applicable units when all individuals receive the same inputs and treatment. Records must be kept for five (5) years, even for animals that have died or were sold.

The following documentation is required for each transaction and must be maintained with organic records.

If you do this:	Maintain this type of record:
Purchase: • organic feed • feed supplements • organic roughages to be used for bedding	• Purchase records (e.g. receipts, invoices, weight tags, and shipping documents). • Documentation must demonstrate that the transaction occurred directly between two certified operations. • Organic certificate for the supplier(s). • Labels for all purchased feed and feed supplements.
Store organic feed	• Inventory records for feed produced on-farm and for purchased feed.
Graze ruminant livestock	• Pasture access records (e.g., rotational grazing documentation). • The start and end of your grazing season.
Purchase or receive animals	• Supplier's Organic Certificate identifying the types of animals purchased or received. • Purchase documents identifying the seller's/buyer's name, date of transaction, individual animal ID list, quantity of animals. • Verification that the animal IDs and quantities loaded are identical to what is unloaded. • Transaction document that verifies that payment was made to the producer or handler identified on the Organic Certificate. • Verification of an animal's treatment status regarding synthetic de-wormers for any ruminant animal and confirmation that animals were born from breeding stock managed organically from the last third of gestation or second day of life. • Record linking incoming animal identification directly to your operation's identification system.
Administer health care materials to organic animals	• Health care treatment logs, including vaccination records. • Health care and veterinary product purchase records.
Load, offload, or transport organic animals or products	• Transportation records that include the location of pick-up, number of animals, total travel time on vehicle, and delivery to destination. • If applicable, verification that commingling of certified organic animals was prevented during transport (e.g. animal identification records). • Records indicating the organic status of livestock in a shipment. • Verification that the animal IDs and quantities unloaded are identical to what was loaded.
Sell livestock and/or livestock product	• Shipping or sales records (e.g., delivery receipts, receiving documents, etc.).

1) Check all of the following that apply to your operation:
   - ☐ Handle both organic and nonorganic livestock.
   - ☐ Handle the same species of organic and nonorganic animals.
   - ☐ Sell organic and nonorganic livestock/products, including any that you source from other operations.
   - ☐ Sell organic and nonorganic livestock/products of the same species, including any that you source from other operations.
   - ☐ None of the above, all organic.

2) How do your production and transaction documents distinguish between organic and nonorganic livestock/products?
   Examples include production records, purchase and sales records, transportation records, etc.

3) What records do you provide your buyers that confirm the organic status of the animals they purchased? Check all that apply:
   ☐ N/A, I don't sell live animals ☐ Sales invoice ☐ List of original IDs of animals shipped
   ☐ Organic certificate of the livestock producer ☐ Transportation records ☐ Records verifying slaughter eligibility status
   ☐ **Ruminant Animal Attestation** ☐ Other: _____

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Operation Name: _____ **Date:** _____

- ► Complete this form if you process organic products or take physical possession of products you sell or distribute.
- ► You must prevent commingling (mixing) of organic with nonorganic and prevent contamination of organic products with prohibited materials. Commingling and contamination must be prevented the entire time product is under your control, including during transport, receiving, storage, handling, processing, and shipping.
- ► You must prevent contamination of organic products with prohibited materials used to clean your facility and equipment or used as pest control in your facility.

Facility this form applies to: _____

A. Harvest

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**

B. Receiving

1) Do any products arrive unsealed or in permeable packaging (ex: clamshells, open boxes, trucks) or in reusable containers or vehicles (ex: RPCs, tankers, railcars)?

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 were prevented during transport (e.g. prevent contact with sanitizer residue, gases, liquids, nonorganic)? 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): _____

2) At receiving, how do you monitor and verify that incoming organic products are from approved suppliers, including shipments from uncertified brokers, traders, wholesalers, or distributors? Check all that apply or attach a description.

Receiving records must be available for review at inspection.

☐ Approved organic supplier list verified against bill of lading (BOL) or packaging/container labels
☐ Current organic certificate required with each shipment, supplier verified as approved, certificate verified to list product received
☐ For shipments from uncertified vendors, record uncertified handler, certified supplier, and certified supplier lot # on receiving log
☐ Other (describe): _____

C. Storage & Processing

1) Do you (check one or both):

☐ Own the products processed here ☐ Provide processing services

2) Is this facility:

☐ Organic only. Skip to section D. ☐ Organic and nonorganic

3) Do you process or handle nonorganic products identical to organic products?

☐ No ☐ Yes, list products: _____

4) How do you ensure organic products are not commingled (mixed) with nonorganic products in storage?

☐ All products sealed and labeled ☐ Storage areas dedicated to, and identified as, organic ☐ Organic stored above nonorganic
☐ Other (describe): _____

5) For each material used in or on **nonorganic** products in this facility, describe below how you prevent accidental use during organic processing, and how this can be verified at inspection:

_____

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D. Packaging & Shipping

1) Are all packaging materials free of prohibited materials (ex: fungicides, preservatives, fumigants)? Contact packaging manufacturer if you are unsure.
☐ Yes ☐ Not applicable, no packaging

2) Do you use "active packaging" that emits or releases chemicals into organic products, e.g. ethylene scavengers, antimicrobial, or antioxidants? *This type of packaging is likely prohibited because active agents migrate into the organic product.*
☐ No ☐ Not applicable, no packaging ☐ Yes. Provide complete packaging information.

3) How do you prevent commingling (mixing) of outgoing organic and nonorganic products?
☐ Organic never shipped with nonorganic ☐ Clearly labeled packages/pallets ☐ Organic product sealed or shrink wrapped
☐ Separate areas in vehicle ☐ Other (describe): _____

4) Are any products shipped from your facility in unsealed or permeable packaging (ex: clamshells, open boxes, trucks) or in reusable containers/vehicles (ex: RPCs, tankers, railcars)?
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 will be prevented during transport (ex: prevent contact with sanitizer residue, gases, liquids, nonorganic)? Check all that apply.
Transporter records must be available for review at inspection.
☐ Clean truck affidavit ☐ Cleaning and sanitizing material records
☐ Truck cleaning procedures ☐ Wash tags ☐ Tanker Seals
☐ Other (describe): _____

E. Water and Water Additives

Water used in organic production must be potable and meet Safe Drinking Water Act (SDWA) standards.

1) Is water used as an ingredient or do you use water to wash organic products, ex: wash or flume water or crops washed in the field?
☐ No. Skip to question E4. ☐ Yes. Complete this section.

2) If you treat water on-site (ex: RO, UV, carbon filtration, water softeners, pH adjustment), does treated water meet Safe Drinking Water Act Standards? Contact treatment manufacturer if you are unsure.
☐ Yes. *CCOF may request documentation that treated water meets Safe Drinking Water Act standards.*
☐ N/A, water not treated

3) For water used to wash organic products, do you add any materials to the water, ex: peracetic acid, hydrogen peroxide, chlorine?
☐ No, no materials added to wash or flume water. Skip to question E4.
☐ Yes. List materials on your **Handler Materials Application (OSP Materials List)**.

a) Do you add chlorine to water that directly contacts organic products?
☐ No ☐ Yes. Attach records or SOP used for monitoring chlorine. Records or SOP will be verified by your inspector.

i. If yes, do products undergo a final fresh water rinse?
Residual chlorine levels in water at last point of contact must not exceed the maximum residual disinfectant limit under the Safe Drinking Water Act.
☐ Yes ☐ No, chlorine never added to water above SDWA limits

4) Does steam contact organic products or packaging?
☐ No. Skip to section F. ☐ Yes.

a) If yes, describe how steam is used, ex: in packaging head space, exterior of packaging:

_____

b) If yes, and boiler chemicals are used, list materials on your **Handler Materials Application (OSP Materials List)**.
☐ Attached ☐ N/A, no boiler chemicals used

c) If volatile boiler chemicals are used, describe how you prevent organic products from contacting volatile boiler chemicals, e.g., by shutting off boiler chemical feed prior to organic runs (specify # of hours) and conducting condensate tests: ☐ Attached

_____

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F. Equipment Cleaning, Sanitization & Monitoring

1) List all equipment and surfaces that contact organic products during **receiving, handling, processing, transport, or storage,** including grading or sampling equipment. Include cleaning and sanitization that happens before organic runs or provide this information as an attachment (e.g.: SSOP for organic): ☐ Attached

Organic Equipment/Contact Surface *(e.g.: totes, processing lines, reused storage containers)*	**Cleaned? (Y/N)**	**Purged*? (Y/N)**	**Documentation** *(e.g.: wash tag, cleaning/production log)*

**Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned).*

2) If any surfaces listed above are NOT either cleaned or purged prior to each organic run, explain why not:

3) If equipment is purged* between runs, describe the purge procedure, including the product and quantity purged how you determined this quantity was sufficient, where purged product goes, and how the purge is documented. **Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned). Review equipment manuals for recommended purge quantities.*

☐N/A, all equipment is cleaned ☐ Attached

4) How do you ensure cleaner and sanitizer residues are removed from organic contact surfaces? List each material on your **Handler Materials Application (OSP Materials List)**.

☐ Rinsing (required for detergents/cleaners and quaternary ammonia) ☐ Air dry or rinse of alcohol sanitizers

☐ Chlorine, peracetic acid, citric acid, hydrogen peroxide, phosphoric acid, and ozone sanitizers – no rinse or air dry required

a) Residue Testing: ☐ N/A ☐ pH ☐ Quaternary Ammonia ☐ Other testing: _____

5) If cleaning is NOT documented, explain how cleaning is known to be completed, e.g. regular staff training in standard operating procedure:

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G. Facility Pest Management & Monitoring

1) Which of the following management practices do you use to **prevent** pests? You must use at least one:
   - ☐ Remove pest habitat, food sources, and breeding areas ☐ Prevent access to handling facilities
   - ☐ Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)
   - ☐ Other (describe): _____

2) Which of the following practices do you use to **control** pests in organic production and storage areas?
   - ☐ N/A, none used ☐ Mechanical or physical controls, including traps, light, or sound
   - ☐ Pheromone lures and repellents using nonsynthetic or synthetic substances consistent with the National List. List lures and repellents used in organic production and storage areas on your **Handler Materials Application (OSP Materials List)**.

3) Are the measures listed above sufficient to prevent or control pests?
   - ☐ Yes ☐ No ☐ N/A, none used
   - a) If no, list pest control materials **from the National List** that you apply in organic production and storage areas on your **Handler Materials Application (OSP Materials List)**. ☐ Attached

     Prevention and control methods described in G1 and G2 above must be implemented before other National List materials may be used. See the Handler Materials Application (OSP Materials List) for a list of National List materials.

4) Are National List materials sufficient to prevent or control pests in organic production and storage areas?
   - ☐ Yes ☐ N/A, none used ☐ No, other pest control materials needed

5) If you plan to use non-National List pest control materials, describe why the preventative practices, mechanical or physical controls, and National List materials are not effective to prevent or control pests at your facility. List pest control materials **not on the National list** that you apply in organic production and storage areas on your **Handler Materials Application (OSP Materials List)**.
   - ☐ Letter of justification attached, see **example** on CCOF website

   _____

6) How do you prevent pest control materials applied via spraying and/or fogging from contaminating organic products, ingredients, and packaging materials? Choose all that apply.

   You must protect organic production areas, products, and packaging from contamination from all facility pest control materials.
   - ☐ Remove product and packaging from areas to be treated ☐ Wash and rinse organic contact surfaces after treatment
   - ☐ Cover equipment used for organic handling during treatment ☐ Purge equipment with nonorganic product after treatment
   - ☐ N/A, no spray/fog used ☐ Other (describe): _____

7) How do you record pest control material use and measures taken to protect organic products or packaging? Choose all that apply.

   You must document pest control activities and protection of organic.
   - ☐ Pesticide Use Log ☐ Log describing removal/reentry of products and packaging ☐ Purge log
   - ☐ Other (describe): _____

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Operation Name: _____ **Date:** _____

An "Audit Trail" or "trace-back" system documents the source, transfer of ownership, receipt, handling, production, processing, and transportation of organic products. Records must disclose all activities and transactions in enough detail to be readily understood and audited. Records must show compliance with organic requirements and be kept for at least five (5) years.

► Complete a separate **H5.0 Record Keeping** for each process or product when different record keeping systems are used.

Facility, product and/or process covered by this plan:

_____

A. Location of Records

*Location where your organic product records can be reviewed during inspection. If identical to the physical location address provided on your **CCOF Certification Contract**, skip to section B.* ☐ Identical to physical location address on contract.

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Contact(name/title): _____

Phone: _____ Fax: _____ Email(s): _____

B. Tracking Organic Products

Your audit trail records and documents must identify products and ingredients as organic. Work with your suppliers to ensure that their documents also indicate organic status.

1) Describe or attach a diagram of how your audit trail/trace-back system tracks finished products from inbound receiving through production or packing to final outbound shipping or invoice. ☐ Description or diagram attached

Audit trail systems include the following elements:

a) **Common audit trail documents** – Bills of Lading (BOL), purchase orders, invoices, contracts, packing slips, certificate of analyses, import records, product specification sheets, receiving logs, inventory logs, batch records, manifests, transaction certificates, shipping and delivery records (weigh tickets, scale tickets, receipts, tags), chain of custody, truck and trailer numbers, clean truck affidavits.

b) **Uncertified suppliers** – Additional audit trail information is required for each shipment from an uncertified handler (broker, trader, wholesaler, distributor, or importer), refer to the **Uncertified Handler Affidavit** (UHA). Receiving procedures must include verification and documentation of the last certified operation. *Sourcing from uncertified handlers requires additional audit trail verification at inspection.*

c) **Imports** – Importers and operations who are the first certified organic business in the USA to purchase or receive imported goods are required to have additional documentation showing that imported organic products have not been treated upon entry to the USA.

- Shipments from EU, UK, Japan, Korea, Taiwan, India, and Switzerland – NOP import certificate issued by an organic certification agency is required for each shipment.
- Shipments from India – NOP import certificate issued by a USDA-accredited organic certification agency is required for each shipment. Certificate of Inspection issued by an organic certification agency via India's APEDA TraceNet system is also required for each shipment.
- Additional documentation for each shipment may include import permits, phytosanitary certificates, transaction certificates, NOP Import certificates, CBP Forms 3461 and 7501, commercial invoices, export packing list, Certificate of Origin, Bill of Lading, Waybills/Air Waybills, AMS Inspection Certificate, Charter Party, Marine Surveyor report (for bulk vessel shipments) and other documents.

2) Attach sample audit trail documents to demonstrate your system. ☐ Documents attached

3) If you are enrolled in OTA's **Fraud Prevention Solutions** program (optional third-party program), attach your Fraud Prevention Plan. Once received and approved, CCOF will add this to your OSP and inform OTA.

☐ NA, not enrolled in program ☐ Fraud Prevention Plan attached

4) Do you export organic products?

☐ No ☐ Yes. *CCOF-issued export certificates may be reviewed as part of your in/out balance.*

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5) Describe the records and system you use to track inventory of ingredients and products (in/out mass balance). You may attach sample documents to illustrate, e.g. monthly log of beginning and ending inventory.

CCOF inspectors will verify that you received sufficient organic products to account for final production, sale, or transportation of organic.

C. Lot Numbering ☐ Not applicable

1) Describe your lot numbering system for finished products or attach a description.

EXAMPLE: ***Lot Number**: 0123A045*

Code	*0*	*123*	*A*	*O*	*45*
Signifies	*Year: 2000*	*Julian date :production*	*Shift*	*Organic*	*Plant location*

Lot Number: _____

Code						
Signifies						

2) How is lot number associated with outgoing shipments?

☐ On invoice or Bill of Lading ☐ On a "pick list" or "ship list" ☐ Other (describe): _____

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Operation Name: _____ **Date:** _____

► Complete this form to describe your winemaking process and ingredients and processing aids that may be used in organic grape wine production and handling.

A. Winemaking Process

1) What is your role in wine production? Choose all that apply:

☐ Crush ☐ Fermentation ☐ Filtration ☐ Cellaring/Aging ☐ Bottling ☐ Labeling

☐ Other (describe): _____

2) Is wine handled at multiple facilities?

All facilities that handle wine in any way must be certified. You may only use locations pre-approved by CCOF.

☐ No ☐ Yes

a) If yes, attach:

1. A flow chart describing the flow of wine between facilities. ☐ Attached
2. A list of the handlers or facilities and their certifiers (if not part of your operation). ☐ Attached
3. Organic certificates for facilities other than your own. *You must request updated certificates annually.* ☐ Attached

3) Is wine ever exported to the EU, UK, or Switzerland?

☐ No ☐ Yes, complete the **GMA Wine Approval Application**

B. Labels and Labeling

1) In what form(s) do you package wine?

☐ Retail ☐ Wholesale ☐ No package (explain): _____

2) Products will be labeled (check all that apply):

☐ Made with organic grapes ☐ Organic ☐ 100% Organic

If sulfur dioxide is added, wine must not be represented as "Organic" on USA labels, but may display "Made with organic grapes".

Total sulfite concentration in wine labeled "Made with organic grapes" must not exceed 100 ppm, measured prior to bottling.

C. Wine Composition

► You may only use ingredients, suppliers, and processing aids approved by CCOF. Submit updates for pre-approval before using.

► You must maintain current organic certificates for all suppliers, contracted co-packers, certified private label brand owners, and any other certified operation you work with.

1) List grape suppliers on your **H2.0A Ingredient Suppliers**. ☐ Attached

2) Complete a **Handler Materials Application (OSP Materials List)** to list all processing aids that may be used during processing of wines including packaging aids and other nonagricultural materials that come into contact with wine (i.e. yeast, acids, nitrogen, sulfur dioxide, fining agents).

Only processing aids pre-approved by CCOF and appearing on your OSP Materials List may be used. Failure to request CCOF pre-approval may result in suspension of your organic certification.

☐ Attached ☐ N/A, no materials used

3) If you use any of the following in wines labeled "Organic", complete an **H2.7 Commercial Availability** form for each nonorganic material (*H2.7 not required if all wines are labeled as "Made with organic grapes"*):

☐ Nonorganic Yeast ☐ Nonorganic Flavors ☐ Nonorganic Colors

☐ Nonorganic Potassium acid tartrate (also known as potassium bitartrate or cream of tartar)

☐ N/A, no nonorganic yeast, flavors, colors, or potassium acid tartrate used

4) Do any of your wines contain nonorganic sugar or juice?

☐ No

☐ Yes. Complete **H2.0B Product Formulation** for each wine containing nonorganic sugar or juice so CCOF can determine if your formulas contain sufficient organic ingredients for your label claim.

5) Are the following ever added to wine? Choose all that may be added:

☐ Water ☐ Salt. If salt may be added, attach a specification sheet listing ingredients. ☐ N/A, no water or salt added

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D. Monitoring Suppliers & Fraud Prevention

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 H2.0A form and be 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 or receive 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 of organic ingredients, as applicable.

   If you are a co-packer receiving ingredients from a private label owner, UHA is not required if shipping documents link to certified suppliers.

   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, I have determined the organic certificate is legitimate and complete, and new suppliers are approved by CCOF.

   ☐ 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. Stop, this form is complete. ☐ 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?

   ☐ Yes. Attach Import Permit for each product listing Conditions of Entry (if applicable). Stop, this form is complete.

   ☐ No, I purchase ingredients from importers or suppliers. Continue to question 4.

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.*

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Operation Name: _____ **Date:** _____

- ► As grape wines are finished, complete this form. Multiple wines may be included on a single form. After wines are approved, CCOF will send you a copy of the approved label and the wines will be added to your CCOF Client Profile, available on **MyCCOF.org**.
- ► Complete this form after completing **V2.0 Organic Winery**. Complete a **H2.0B Product Formulation sheet** for each wine that contains nonorganic agricultural ingredients, e.g. sugar, flavors.

A. Wine Production

1) List finished organic grape wines below or attach a list, including private label brand wines.

Product detail and brand name will appear on your certificate; product category (wine) will appear in public directory of CCOF certified operations. CCOF reserves the right to modify product listings to reflect directory naming conventions.

Product Detail	Brand Name	USA Label Claim:	Packaging Form *Retail Bulk Not packaged*	Export Market	CCOF Use Only
Ex: 2019 Grenache	*Ex: Celia Cellars*	☒ Made w/ organic ☐ Organic* ☐ 100% Organic*	*Retail*	*Ex: Canada, EU, Switzerland*	
		☐ Made w/ organic ☐ Organic* ☐ 100% Organic*			
		☐ Made w/ organic ☐ Organic* ☐ 100% Organic*			
		☐ Made w/ organic ☐ Organic* ☐ 100% Organic*			
		☐ Made w/ organic ☐ Organic* ☐ 100% Organic*			

**If sulfur dioxide is added, wine must not be represented as "Organic" or "100% Organic" on USA labels. Labels may claim "Made with Organic grapes". Total sulfite concentration in wine labeled "Made with Organic Grapes" must not exceed 100 ppm, measured prior to bottling.*

2) Were all wines listed here produced with only the ingredients, processing aids, and handling practices described in your **V2.0 Organic Winery**, **H2.0A Ingredient Suppliers**, and **Handler Materials Application (OSP Materials List)** and following any restrictions on material use as listed on your OSP Materials List?

☐ Yes ☐ No (describe): _____

3) Do production records allow all wines listed here to be traced from receipt of ingredients to sale of finished products, and clearly identify processing aids? *Records must show all ingredients and processing aid additions. Import documentation may be required for imported organic ingredients.*

☐ Yes ☐ No (describe): _____

4) If you are requesting international review of your wines, do records show that all organic ingredients in exported wines meet the export market standards requested above?

*Wines exported to the EU, UK, or Switzerland are subject to additional requirements, refer to the **GMA Wine Approval Application**.*

☐ Not applicable ☐ Yes ☐ No (describe): _____

B. Labels and Labeling

1) Attach all labels including neck tags, case labels, and labels for export outside the USA. *Organic labeling guidelines including guidelines for exported wines are available at www.ccof.org/labeling. Submit all labels and revisions to CCOF prior to printing.*

☐ Attached. If no labels, explain: _____

2) Are any of the wines listed above **labeled** for you by another certified operation?

☐ No ☐ Yes, labeled by: _____

a) If yes, list which wines are labeled for you: _____

b) If yes, attach labeler(s) certificates. ☐ Attached. *Certificates must list branded products specifically.*

3) Do you own all of the brands listed above?

☐ Yes

☐ No. If No, complete **Co-Packer Application** for each brand not certified by CCOF that you produce for other brand owners.

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Advancing organic agriculture through certification, education, advocacy, and promotion.

Uncertified Handler Affidavit

This affidavit is required for any of the following:

- Uncertified storage facilities used by CCOF operations to store unsealed product or product in permeable packaging.
- Uncertified brokers, traders, wholesalers, distributors, or importers who take title or physical possession of organic products supplied to CCOF certified operations.

This affidavit is not required for:

- Uncertified storage-only facilities used by CCOF operations to store sealed product or product in impermeable packaging.
- Commission/fee brokers who do not take title or physical possession of organic products.
- Uncertified handlers supplying organic product in sealed, impermeable containers with final retail labeling that identifies the organic status and original certified producer.
- Private label owners who purchase ingredients that are shipped directly from a certified supplier to a certified co-packer, and shipping documentation links to certified supplier.

CCOF operations must work with their purchasing department to determine if uncertified suppliers are used.

► The uncertified handler must answer the questions below. A new affidavit is required only if there is any change in the future, including a change in management of the uncertified handler.

► Copies of the Uncertified Handler Affidavit (UHA) must be kept by both the CCOF certified operation and the uncertified handler. This affidavit and any sample audit trail records will become part of the CCOF certified operation's Organic System Plan (OSP).

► CCOF certified operations will be billed an initial and annual fee for each Uncertified Handler Affidavit, outlined in the CCOF Certification Services Program Manual. CCOF certified operations can avoid this fee by sourcing from certified handlers.

Brokers, traders, wholesalers, distributors, importers, and storage facilities are considered handlers per USDA NOP § 205.2 "Handle, Handler". NOP § 205.101(b)(1) and NOP Guidance 5031 do not require certification if organic products are packaged or otherwise enclosed in a container prior to being received or acquired. Organic products must remain in the same package or container and may not be repacked or re-labeled while in the control of the uncertified handler.

Uncertified handler operation name: _____

Manager/Owner: _____

Email: _____

Phone: _____ Website: _____

Address: _____

Activities (check all that apply):

☐ Dry storage ☐ Cold storage ☐ Freezer storage ☐ 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 (transloader must be certified, provide certificate)

☐ Other (Describe): _____

A. Uncertified Handler Eligibility

The uncertified handler must answer the questions below. For uncertified brokers, traders, wholesalers, distributors, or importers who use uncertified storage locations, answers below must reflect activities at uncertified storage locations as well as your own activities. If unclear, CCOF may require that your uncertified storage location also complete this form.

		Yes	No
1)	Do you ever handle any organic products that are not enclosed in a package or container when you receive them? Note that tankers, bulk truckloads of product that are otherwise not packaged, and grain silos are not enclosed containers.	☐	☐
	a) If yes or unsure, describe:		
2)	Do you ever combine or split loads of bulk/unpackaged products?	☐	☐
3)	Do you ever open packages or containers of organic products?	☐	☐
4)	Do you ever relabel, package, or apply any label that obscures the original label or lot number/code?	☐	☐

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		Yes	No
5)	Do you ever repack, sort, recondition, cull, ice, hydro cool, hydro vacuum, or otherwise process organic product in any way? *Repacking includes placing product into other packaging that displays organic claims.*	☐	☐
6)	Do you ever apply any substance to the organic product including water, ethylene, or controlled atmosphere treatment?	☐	☐
7)	Does organic product ever contact cleaners, sanitizers, pest control materials, nonorganic products, water that has contacted nonorganic products, or other prohibited materials while under your control?	☐	☐
8)	Is the organic product packaged or enclosed in a container prior to being received and does it remain in that enclosed container while under your control?	☐	☐
	a) If no, describe:		
9)	Broker, trader, wholesaler, distributor, importer – Describe how frequently you change organic suppliers:		
10)	Do your audit trail records for each shipment include the information described in section B below? You may attach sample documents to demonstrate your system; all records must be provided to the CCOF certified operation and will be verified during CCOF inspections. If you have an alternative way to provide a complete traceback to the last certified handler, attach a description. *If your audit trail records do not trace back to the last certified organic operation, the CCOF certified operation will not be able to source from you until you improve your records.*	☐	☐

To be excluded from certification, the answer to questions 1-7 must be "NO", questions 8 and 10 must be "YES." Question 9 must be complete for brokers, traders, wholesalers, distributors, and importers.

B. Audit Trail Records

CCOF certified operations may only source from uncertified handlers who provide full supplier traceability back to the last certified operation for each shipment. We find the following to be essential for traceability:

1) Purchase invoices, BOL, and other audit trail records must:
   - Designate products as organic AND
   - Include a description of the product and amount transferred. You may strike out pricing information, provided organic status and quantity is legible.
2) Uncertified handler records and the last certified operation's records must link:
   - The last certified operation must be listed on invoices AND/OR
   - Lot numbers applied by the last certified operation must match lot numbers on uncertified handler audit trail records.
3) For each shipment, uncertified handlers must provide a complete, current organic certificate for the last certified operation.
4) Documents generated by the last certified operation proving purchase, delivery, and/or transfer to the uncertified handler must be provided to the CCOF certified operation.
   - Uncertified handler audit trail records must link directly back to the last certified operation, including transport, storage, processing/handling, shipping, and/or distribution. Documents must show that organic integrity was maintained; organic products did not come into contact with nonorganic products or prohibited materials such as fumigants.
   - For imports, documentation must show that imported organic products have not be treated upon entry to the USA. Documentation for each shipment may include import permit, phytosanitary certificates, transaction certificates, NOP Import certificates, CBP Forms 3461 and 7501, commercial invoices, export packing list, Certificate of Origin, Bill of Lading, Waybills/Air Waybills, AMS Inspection Certificate, Marine Surveyor Report, and other documents.
5) All certified suppliers must be approved by CCOF as part of the certified operation's Organic System Plan (OSP). Notify your CCOF certified buyer prior to changing suppliers.

CCOF certified operations must maintain records sufficient to demonstrate compliance. If CCOF inspectors cannot track organic product back to the last certified operation, sourcing organic products from the uncertified handler may be considered a noncompliance.

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C. Uncertified Handler Statement

I, the owner or legally authorized representative, attest that I am qualified to assess the validity of the statements in this affidavit and the statements are true and accurate to the best of my knowledge.

I acknowledge the above requirements for audit trail records and disclosure to the CCOF certified operation and understand that failure to meet the audit trail record requirements or disclose records to the CCOF certified operation may be cause for CCOF to rescind approval of my operation as an approved uncertified organic handler and may be cause for compliance action against the CCOF certified entity.

Name (Manager/Owner of Uncertified Handler)	Signature	Date

Certification of broker/trader/wholesaler/distributor/importer/storage facilities is straightforward and allows you to protect the identity of your suppliers. Visit www.ccof.org to apply for certification. Questions about the certification process? Email getcertified@ccof.org.

CCOF reserves the right to inspect any facility storing or handling organic product owned by a CCOF certified operation per NOP 205.400. If the uncertified handler misrepresents policies or procedures as stated on this affidavit or acts in a manner that might jeopardize organic integrity or tracking of the organic product, the CCOF client using the uncertified handler will be notified. The CCOF client will be held responsible for correcting any noncompliance issues. CCOF will report uncertified handlers who are not excluded to the USDA NOP for investigation and potential civil penalties.

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Global Market Access (GMA) Application

Find this form at www.ccof.org/documents

- The CCOF GMA program reviews your operation for compliance with the equivalence arrangements between:
  - USDA National Organic Program (NOP) with Canada, the EU, UK, Japan, Korea, Switzerland, and Taiwan
  - Canada Organic Regime (COR) with the US, the EU, UK, Japan, Switzerland, and Taiwan
- Complete information regarding program and export market requirements and fees can be found in the **GMA program manual**.

You will be enrolled in the GMA program if you check any of the following:

- **I am in the US (certified to NOP), and I:**
  - ☐ Export CCOF certified organic products to Canada, the EU, UK, Japan, Korea, Switzerland, Taiwan from the US.
  - ☐ Design labels for products that will be sold in Canada, the EU, UK, Japan, Korea, Switzerland, or Taiwan.
  - ☐ Sell CCOF certified organic products to any buyer who requires international verification.
- **I am in Mexico (certified to NOP), and I:**
  - ☐ Export CCOF certified organic products to Canada from Mexico.
  - ☐ Design labels for products that will be sold in Canada.
  - ☐ Sell CCOF certified organic products to any buyer who requires Canadian verification.
- **I am in Canada (certified to COR), and I:**
  - ☐ Export CCOF certified organic products to the US, the EU, UK, Japan, Switzerland, or Taiwan from Canada.
  - ☐ Design labels for products that will be sold in the US, the EU, UK, Japan, Switzerland, or Taiwan.
  - ☐ Raise livestock or make livestock products that are exported to the US from Canada.
  - ☐ Sell CCOF certified organic products to any buyer who requires international verification.

The following require a different CCOF program and application:

- **CCOF International Standard program:** Operations located in Mexico who plan to export directly to the EU, UK, or Switzerland. www.ccof.org/certification/services/ccof-international-programs
- **Mexico Compliance Program:** US based operations who plan to export to Mexico. www.ccof.org/certification/services/ccof-international-programs
- **GMA Wine program:** US operations who plan to export wine to the EU, UK, or Switzerland. You must complete the GMA application (this form) and the **GMA Wine Approval Application**.

A. General Information

Operation Name:	**Client Code:** **Date:**
1. Which foreign markets are you planning to export to, directly or indirectly (as an ingredient or through brokers/traders, etc.)?	☐ Canada ☐ EU/UK ☐ Japan ☐ Korea ☐ Switzerland ☐ United States ☐ Taiwan ☐ Other:
2. *Growers:* What crops do you plan to export directly or indirectly (as an ingredient or through brokers/traders, etc.) to these foreign markets?	☐ N/A, I do not grow crops. ☐ All crops from all parcels. ☐ Limited, describe:
3. *Handlers:* Submit a **Product Application** to indicate which products will be exported directly or indirectly (as an ingredient or through brokers/traders etc.) to these foreign markets. *Brokers:* Submit your **H2.6 Broker Suppliers** list to indicate which products will be exported.	☐ **Product Application** **or** **H2.6 Broker Suppliers** attached
4. How do you prevent export of products that are not compliant for the destination market? *Select all that may apply.*	☐ Crops, ingredients, and finished products meeting different international standards are separated and clearly labelled in storage. ☐ Inventory system tracks ingredients that are compliant for export. ☐ Lot coding system indicates products that are compliant for export. ☐ Sales system only allows export of compliant products. ☐ Customer is responsible for export. I indicate each product's international compliance to my customer. ☐ All parcels are compliant for all international markets. ☐ Other, describe:

Global Market Access (GMA) Application

B. Labeling and Product Identification

► **All labels used for exported products must meet the labeling requirements of the importing country.** Each country has different labeling requirements. Review the **International Market Labeling Guide** for more information. CCOF only reviews English or Spanish language and national organic seals. Work with your importer to ensure that labels meet other requirements in the destination market, in addition to organic requirements.

1. How are your exported products labelled? *Select all that may apply to any exported product. Ensure export labels and documents meet requirements in the **International Market Labeling Guide**.*	☐ I use export labels that are different from my domestic labels. *Submit all export labels to CCOF for pre-approval prior to printing.* ☐ I use the same labels that are already approved for domestic sales. ☐ Importer labels product and has ensured that labels meet the requirements of the destination market. *CCOF does not review labels applied by your importer.* ☐ Product is bulk/wholesale (non-retail) and required information is provided in shipping/sales documents. *Allowed for EU, Japan, Korea, Switzerland, Taiwan, and UK. Allowed for export to Canada only when product is unpackaged i.e. shipped by railcar.* ☐ N/A, do not directly export. Describe:
2. For retail products exported to Japan, how is the JAS seal applied? *Visit www.ccof.com/japan for more information.*	☐ N/A, no retail products exported to Japan. ☐ JAS certified importer applies their JAS seal in Japan. *CCOF does not review labels applied by your importer.* ☐ I have signed a JAS Seal Consignment Contract with my JAS certified importer to apply their JAS seal directly to products in the US or Canada. ☐ I have direct JAS certification through a JAS accredited certifier.
3. Do your export labels meet domestic labeling requirements?	☐ No. Containers and documents are marked "For Export Only" and evidence will be available during CCOF inspections. *Required.* ☐ Yes. Export labels meet domestic labelling requirements.

C. NOP Exports (Operations in the US/Mexico): Terms and Critical Variances (Only answer for applicable markets)

► If you are exporting products produced or manufactured by other operations, you will need to demonstrate that the entire supply chain is compliant or equivalent to the destination market. CCOF does not require additional verification for NOP certified products when they are not at risk of the critical variances for the destination market.

Market	Management Practice/Concern	Answer
Canada (Prohibited)	1. *Growers:* Do you use sodium (Chilean) nitrate on your crops?	☐ N/A, I do not grow crops. ☐ No, I do not use sodium nitrate on my crops. ☐ Yes, I use sodium nitrate on my crops. *Prohibited for export to Canada.* ☐ Sodium nitrate is used on some crops but not others. Describe:
Canada (Prohibited)	2. *Growers:* Do you use hydroponic or aeroponic production methods?	☐ N/A, I do not grow crops. ☐ No, hydroponic/aeroponic methods are not used. ☐ Yes, hydroponic/aeroponic methods are used. *Prohibited for export to Canada.* ☐ Hydroponic/aeroponic methods are used for some crops but not others. Describe:
Canada (Required)	3. *Handlers:* Do you have supplier documentation that exported products were not produced using sodium (Chilean) nitrate?	☐ N/A, no suppliers. I grow my own crops or livestock products for export. ☐ N/A, I plan to export products to Canada that are not high-risk for sodium nitrate. *High risk crops: carrots, celery, some cole crops, fresh tomatoes, some leafy greens, some grains, onions, potatoes, tobacco, some citrus. See www.ccof.org/canada for current list of high-risk crops.* ☐ Yes, I have attached **supplier attestation** or certifier verification for any ingredients/products at high-risk for sodium nitrate. Products containing high-risk crops without supplier documentation will not be exported to Canada. *Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

Canada (Required)	4. *Handlers:* Do you have supplier documentation that exported products were not produced with hydroponic or aeroponic methods?	☐ N/A, no suppliers. I grow my own crops or livestock products for export. ☐ N/A, I plan to export products to Canada that are not high-risk for hydroponic or aeroponic production. *High risk crops: container grown annual crops (excluding annual seedlings), container grown strawberries. See www.ccof.org/canada for current list of high-risk crops.* ☐ Yes, I have attached **supplier attestation** or certifier verification for any ingredients/products at high-risk for hydroponics or aeroponics. Products containing high-risk crops without supplier documentation will not be exported to Canada. *Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*
Canada (Required)	5. Do all organic non-ruminant livestock & livestock products meet the livestock stocking rates set forth in the Canadian Standard?	☐ N/A, not exporting non-ruminant livestock products or ingredients. ☐ Yes, all non-ruminant livestock & products meet the stocking rates. *Handlers must attach **supplier attestation** or certifier verification for any non-ruminant livestock ingredients/supplies.* ☐ No, non-ruminant livestock do not meet the stocking rates set forth in the Canadian Standard. *Prohibited for export to Canada.* ☐ Only some meet the stocking rates, others do not. Describe:
Korea (Required)	6. Are products planned for export considered "processed foods" as defined by **Korean Food Code** (i.e. transforming raw commodity so that the original form cannot be recognized)?	☐ Yes, I plan to export processed food as defined by Korean Food Code. ☐ No, all of the products I plan to export are raw, unprocessed, or non-food products. *Prohibited for export to Korea.* ☐ Some products I plan to export are raw, unprocessed, or non-food products. Describe:
Korea (Required)	7. Does final processing (as defined in the **Korean Food Code**) occur in the U.S.?	☐ Yes, I plan to export products processed in the US. ☐ No, I plan to export products processed outside the US. *Prohibited for export to Korea.* ☐ N/A, all of the products I plan to export are raw or unprocessed. *Prohibited for export to Korea.* ☐ Some products I plan to export are processed outside the US. Describe:
EU, UK, Switzerland, Japan, Taiwan (Required)	8. Does production or final processing/packaging occur in the US?	☐ Yes, I plan to export products produced, processed or packaged in the US. ☐ No, I plan to export products produced, processed or packaged outside the US. *Prohibited.* ☐ Some products I plan to export are produced, processed or packaged outside the US. Describe:

D. NOP Exports (Operations in the US/Mexico): Equivalence Exclusions

Market	Product	Details
Canada	1. Pet food, personal care products, and natural health products	These products are not covered by the equivalence arrangement but may be sold as NOP certified in Canada. Reference to COR is prohibited.
EU, UK, and Switzerland	2. Wine	Wine must meet organic winemaking requirements of the destination market. If you produce or export wine to the EU, UK or Switzerland, complete the **GMA Wine Approval Application** in addition to this application.
EU, UK, and Switzerland	3. Cosmetics	Cosmetics are not covered by the equivalence arrangement and may not be labelled with the EU seal. The production and labelling of organic cosmetics is not regulated at the EU level. Operations should contact their importer or national authorities for country-specific requirements.
Japan	4. Alcohol, non-food processed products, and honey	These products are not covered by the equivalence arrangement but may be sold as NOP certified in Japan. Reference to JAS is prohibited. Products containing honey (up to 5%) may be exported under the arrangement.
Korea	5. Raw/unprocessed foods and non-food processed products	Raw/unprocessed food and non-food products are not covered by the equivalence arrangement.

Market	Product	Details
Taiwan	6. Honey	Pure honey is excluded from the equivalence arrangement. Processed products containing honey may be exported under the arrangement.

E. COR Exports (Operations in Canada only): Terms and Critical Variances (Only answer for applicable markets)

► If you are exporting products produced or manufactured by other operations, you will need to demonstrate that the entire supply chain is compliant or equivalent to the destination market. CCOF does not require additional verification for COR certified products when they are not at risk of the critical variances for the destination market.

Market	Management Practice or Product	Answer
US (Prohibited)	1. Do you produce or use product produced from livestock treated with antibiotics?	☐ N/A, not exporting livestock products. ☐ No, livestock products were produced without antibiotics. *Handlers must provide supplier self-attestation or certifier verification.* ☐ Yes, livestock products were produced with antibiotics. Describe:
EU, UK, and Switzerland (Required)	2. Are all unprocessed plant products, live animals or unprocessed animal products, and vegetative propagating material and seeds for cultivation grown in Canada?	☐ N/A, only processed products exported. ☐ Yes, all grown in Canada. ☐ No, grown outside of Canada. Describe:

F. COR Exports (Operations in Canada only): Equivalency Exclusions

Market	Product	Details
Japan	1. Alcohol, seaweed, and honey	These products are not covered by the equivalency but may be sold as COR certified in Japan. Reference to JAS is prohibited. Products containing honey (up to 5%) may be exported under the equivalency.
Taiwan	2. Honey	May not be sold as organic in Taiwan.