



# CCOF

Organic Certification

Education & Outreach

Political Advocacy

Promotion

## Requesting Reinstatement for Suspended Operations

If you have received notice from CCOF that your operation's certification has been suspended due to unresolved non-compliances with the National Organic Program (NOP) regulations, you have the right to request reinstatement from the NOP. CCOF does not have the authority to immediately reinstate your operation. Reinstatement of your certification by the NOP is not automatic, and requires significant effort on your part. All non-compliances must be addressed, you must successfully complete an onsite inspection, and pay all required fees before you can request reinstatement.

### **To request reinstatement of your certification by the NOP through CCOF, you must:**

**1) Request CCOF's assistance in the reinstatement process by completing page 2 of this form and submitting it to CCOF with a \$325 application review fee.**

**2) Address, in writing, all non-compliance issues.**

These are issues that resulted in the suspension, and your response must include how they have been rectified and measures taken to ensure they do not arise again. The NOP will not issue reinstatement if they feel that your operation is at risk of becoming noncompliant again in the future.

- **For Suspensions due to Nonpayment:** If your operation was suspended for lack of payment, you must pay all outstanding balances and sign the enclosed statement of understanding that is a commitment to pay all future invoices within 30 days.

**3) Undergo inspection.**

Once your application is reviewed and your operation is judged to be capable of compliance, CCOF will schedule a complete organic inspection to review your organic system and suspension re-instatement measures. In order to successfully achieve reinstatement, you must be fully compliant at your inspection, including having ALL records and documents available. Even minor issues at the inspection will keep the NOP from granting you reinstatement. You may need to have more than one inspection in order to successfully submit your request to the NOP. **Your inspection bill(s) must be paid before CCOF will review the inspection report.**

**4) Request re-instatement from NOP.**

If CCOF's review of the inspection(s) shows that your operation has completely resolved the reasons for suspension and is in full compliance with NOP regulations, you may submit a request for reinstatement to the NOP which CCOF must accompany with a letter of support. CCOF can provide you with a template for this letter. Please provide your request letter to CCOF or provide a copy of your letter submitted to the NOP.

**5) Await notification of acceptance or denial of request.**

If the NOP grants re-instatement, CCOF will issue a new organic certificate in your name and resume certification services for your operation.

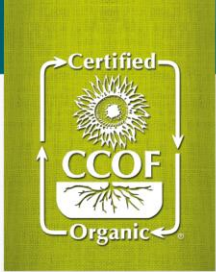
**6) Maintain ongoing compliance.**

You must abide by all corrective actions and maintain operations in accordance with your Organic System Plan. Failure to meet corrective action measures such as payment or other issues will result in immediate proposed certification suspension or revocation by CCOF.

**Please note that until you have received formal reinstatement from the NOP and are re-issued a certificate by CCOF, you are not eligible to represent any product as "organic".** If you have questions about the procedures for requesting reinstatement or NOP regulations, please contact a CCOF Certification Services staff member.

## See Page 2 for Reinstatement Process Request Form





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## Suspension Reinstatement Process Request

To begin the reinstatement process, complete this form and return to CCOF with a payment of \$325. Please write legibly and attach additional sheets as necessary

Operation Name: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

A. Reasons for and date of Suspension: \_\_\_\_\_  Copy of Suspension letter attached

B. Actions Taken to Resolve Reasons for Suspension: \_\_\_\_\_

C. Plan for Ongoing Compliance: \_\_\_\_\_

D. Were any products sold as organic after you received your suspension notice? \_\_\_\_\_

By submitting this document to CCOF, I attest that I have resolved all outstanding non-compliances and am requesting that CCOF review my Organic System Plan in order to determine whether I am eligible for an inspection. I agree to abide by the Organic System Plan submitted to CCOF and to remain in compliance with all National Organic Program regulations.

Signature: \_\_\_\_\_

To submit reinstatement fee via credit card, please complete and sign the following:

Credit Card Payment Information: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Amex		Amount: \$
Name on Card:	Phone Number:	
Card Holder's Address:		
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 _____	

