



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

▶ Complete this form if you manufacture, process, label, physically handle, broker, trade, distribute, resell organic products or contract another certified operation to process and/or package organic products into your brand or label (private label owner/marketer).

**A. Organic Products and Ingredients**

1) For ingredients listed in the **H2.0A Ingredient Suppliers** form 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 these ingredients or materials: \_\_\_\_\_

2) If you are a **private label owner** contracting an independently certified co-packer to produce your branded products, do you purchase, take title to, or take physical possession of ingredients?  
 Not applicable, not working with co-packers, SKIP to question A3  
 No, co-packer sources and procures ingredients, SKIP to question A3  
 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.  
*H2.0A not required, CCOF will not list your organic ingredients on your organic certificate.*  
 I do not provide organic supplier information to my co-packer.  
*H2.0A required for organic ingredients, CCOF will list your organic ingredients on your organic certificate.*

3) How do you verify that all **supplier organic certificates** are current for all organic ingredients and products?  
*Suppliers are listed on H2.0A Ingredient Suppliers form.*  
 I maintain valid certificates, request updated certificate annually.  
 I require current certificate for each shipment. *Required for any shipment from an uncertified handler.*  
 Maintained by certified organic co-packer. *If you are a private label owner/marketer who does not source ingredients.*  
 Other (describe): \_\_\_\_\_

4) Who is responsible for approving new organic suppliers? How often do you switch suppliers, add new suppliers, make one-off purchases or do "spot purchasing" to prevent shortages? How do you ensure that new suppliers are compliant and approved prior to purchasing?  
*Add new suppliers to your H2.0A form. Frequent changes may result in increased audit trail verification at inspection.*

5) Do you purchase organic ingredients or products from uncertified brokers, traders, wholesalers, or distributors?  
*Sourcing from uncertified handlers requires additional audit trail verification at inspection.*  
 No  Yes, attach an Uncertified Handler Affidavit (UHA) for each uncertified supplier of organic ingredients, 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 order until certified supplier is identified by uncertified handler and 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): \_\_\_\_\_

6) For formulas listed on **H2.0B Product Formulation Form(s)**, do you control recipes, i.e. own, manage, or have knowledge of the formulation? *H2.0B not required for private label owner/marketer.*  
 Yes  No  Some  Not applicable, single ingredient products only; or private label owner/marketer.  
a) If no or some, indicate who controls which formulations:  
\_\_\_\_\_



- 7) How do you verify that only allowed **ingredients, materials, and product formulas** are used?  
*Only ingredients, materials, and formulas appearing on your H2.0A, H2.0B, and Handler Materials Application (OSP Materials List) as approved by CCOF may be used.*
  - Submit to CCOF for review and approval prior to use, including new suppliers, ingredients, and updated formulas.
  - Maintained by certified organic co-packer. *If you are a private label owner/marketer who does not source ingredients.*
  - Other (describe): \_\_\_\_\_
- 8) Attach certificates for all **co-packers** who produce products for you at their facility. *Certificates for private label products must list branded products specifically.*
  - Attached     Not applicable, no co-packers
- 9) If you have other operations produce products for you, how do you verify that all **co-packers'** organic certificates are current for all co-packed organic products?
  - Not applicable, no co-packed products
  - I maintain valid certificates listing specific branded products, updated annually.
  - Other (describe): \_\_\_\_\_
- 10) For finished products labeled "Organic" containing **nonorganic agricultural** ingredients (listed on 205.606 or 205.605), attach an H2.7 Commercial Availability form for each ingredient.
  - Attached     Not applicable, no nonorganic agricultural ingredients.

**B. Facilities**

- 1) Are products handled at multiple facilities?
  - No SKIP to question B2     Yes, attach the following:
    - a) A list of the facilities     Attached
    - b) Organic certificates for facilities other than your own     Attached
    - c) A description of the flow of products between facilities     Attached
- 2) 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
		<input type="checkbox"/> OC* <input type="checkbox"/> UHA**
		<input type="checkbox"/> OC* <input type="checkbox"/> UHA**

\*Attach the Organic Certificate (OC) for each certified storage facility listed above.  
\*\*For any non-certified facilities listed above, attach a CCOF Uncertified Handler Affidavit (UHA). UHAs are available at [www.ccof.org](http://www.ccof.org) and must be completed by the uncertified storage facility manager.

**C. Labeling**

*Organic labeling guidelines are available at [www.ccof.org](http://www.ccof.org). Submit all labels for all products.*

- 1) How do you verify that only allowed labels are used?
  - Not applicable, no package. Explain: \_\_\_\_\_
  - Submit to CCOF for review and approval prior to printing.
  - Other (describe): \_\_\_\_\_