



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

▶ Complete this form if you are paid for providing 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). Services may be added to your CCOF client profile.

2) Does your service include formulating or processing multi-ingredient products?

No  Yes. STOP. Complete the H2.0 Organic Products, Product Application, H2.0A and H2.0B forms.  Attached

**B. Products**

1) List all sanitizers, processing aids, packaging aids and other **nonagricultural** materials that come into contact with organic products on your Handler Materials Application.

Attached  Not applicable, no materials used

2) How do you verify that only allowed materials are used? *Only materials appearing on your Handler Materials Application (OSP Materials List) as approved by CCOF may be used.*

Submit to CCOF for review and approval prior to use.  Other (describe): \_\_\_\_\_

3) 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 the H2.0 Organic Products, Product Application, and H2.0A forms, and skip to section C below

Attached

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 clients 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): \_\_\_\_\_

4) Do uncertified brokers, traders, wholesalers, or distributors 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.*

Do not provide service until certified supplier is identified by uncertified handler.

For any delivery that cannot be traced back to the certified supplier, refuse or hold shipment until the certified supplier is verified.

Other (describe): \_\_\_\_\_

5) Do you package or label products?

Yes  No  Sometimes

a) If sometimes, please explain: \_\_\_\_\_

b) If yes or sometimes, complete the Product Application and attach label(s).  Attached

6) How do you verify that only allowed labels are used?

Not applicable, no package. Explain: \_\_\_\_\_

Submit to CCOF for review and approval prior to use.

Other (describe): \_\_\_\_\_



**C. 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
		<input type="checkbox"/> OC* <input type="checkbox"/> UHA**
		<input type="checkbox"/> OC* <input type="checkbox"/> UHA**
		<input type="checkbox"/> OC* <input type="checkbox"/> UHA**

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

\*\*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 signed by the uncertified storage facility manager.