



**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 [Co-Packer Application](#) for each private label brand owner.
- ▶ List the specific private label products you co-pack on [Product Application](#) (or [V2.1 Wine & Label Approval](#), for wines).
- ▶ Ensure all suppliers are listed on [H2.0A Ingredient Suppliers](#). Submit [H2.0B Product Formulation](#) for any new multi-ingredient product.

**A. Owner of Private Label Brand (Company Name):** \_\_\_\_\_

*The brand owner is the legal entity that owns the commercial brand. Name the owner of the brand here, even if you are subcontracted by a different entity.*

- 1) Brand names packed for this label owner: \_\_\_\_\_
- 2) Are you subcontracted by another operation to pack into these brands?
  - No. Skip to section B.
  - Yes. *Label may not identify the certifier of the subcontractor without written approval from the certifier for this use.*
    - a) If yes, name the operation you are subcontracted by: \_\_\_\_\_

**B. Private Label Products**

- 1) Is this private label brand owner certified organic for finished products you co-pack for them?
  - No. Skip to question B2.
  - Yes. Name certifier: \_\_\_\_\_
    - a)  Certificate attached. Skip to question B4. *Certificate must list finished branded products you co-pack.*
- 2) Is the organic product enclosed in a sealed, tamper-evident container when you are finished co-packing it?

*Tamper-evident packaging is packaging or a container that is sealed in a manner where an attempt to break the seal, access the contents, or reclose the package would be obvious.*

  - No, attach an [Exempt Handler Affidavit \(EHA\)](#) completed by the private label owner to describe their activities. *CCOF will determine if activities require certification.*
  - Yes. Complete this section.
    - a) If yes, describe how packaging is sealed and tamper-evident or attach a photo of finished product:  
\_\_\_\_\_  
 Photo attached.
- 3) Is the organic product in final retail labeling when you are finished co-packing it?

*Retail label = Labels affixed to containers intended to be purchased and carried home by a consumer (retail purchaser).*

  - Yes
  - No, attach an [Exempt Handler Affidavit \(EHA\)](#) completed by the private label owner to describe their activities. *CCOF will determine if activities require certification.*  Yes
- 4) Does the private label brand owner purchase ingredients you receive?
  - No
  - Yes. Private label brand owner is required to be certified, unless purchased ingredients are in sealed, tamper-evident, retail labeled packaging. *Certificate must list ingredients provided to you.*
  - Not applicable, I am a grower who co-packs my own crops for the private label brand owner.
- 5) Does the private label brand owner ever take physical possession of ingredients used in the products you co-pack for them?
  - No
  - Yes, private label brand owner stores ingredients.
  - Not applicable, I am a grower who co-packs my own crops for the private label brand owner.
    - a) If yes, are ingredients received/stored by brand owner in sealed and tamper-evident packaging?
      - Yes, attach an [Exempt Handler Affidavit \(EHA\)](#) completed by the private label owner to describe the private label brand owner's storage activities. *CCOF will determine if certification is required.*
      - No. Private label brand owner is required to be certified as storage facility.



- 6) Is CCOF's name or seal used on the label in association with the private label brand owner?
  - No. This form is complete. *Certification of the private label brand owner may be required, even if your operation name appears on the label.*
  - 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: \_\_\_\_\_

If approved, CCOF will send Notification to the private label brand owner that the CCOF name and/or seal may only be used on the products listed on your CCOF Client Profile, available on [MyCCOF](#).

**Use of CCOF Name and Seal:** *The CCOF name and/or seal may be used on labels of non-CCOF certified private label owners/marketers 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 product per the [CCOF Certification Services Program Manual](#).*