|  |  |  |  |
| --- | --- | --- | --- |
| **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](http://www.MyCCOF.org).

## General Information

|  |  |  |
| --- | --- | --- |
|  | Facility Name: |  |
|  | Facility Tax ID: |  |

1. 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.*

1. Is all equipment used to process organic products in place on site?

*Inspection cannot occur until the facility is ready for production.*

|  |  |
| --- | --- |
| [ ]  Yes, indicate date when you would like to begin organic production: |  |
| [ ]  No, indicate date when facility will be ready for production: |  |

1. Is facility information requested below in this section identical to the physical location address provided on your [**CCOF Certification Contract**](https://www.ccof.org/resource/ccof-certification-contract)?

[ ]  Yes. Skip to section B [ ]  No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Site Address: |  | City: |  |
|  | State/Province: |  | Zip/Postal Code: |  | Country: |  |
|  | Each facility located in California must register with the state prior to first sale [ ]  Not applicable, not located in California |
|  | 1. CDFA (grower and post-harvest handling) or CDPH (processing) registration number:
 |  |
|  | Contact (Name/Title): |  |
|  | Phone: |  | Fax: |  |
|  | Email(s): |  |

1. Is this facility currently certified organic by another certifier?

|  |  |
| --- | --- |
| [ ]  No [ ]  Yes, provide name of certifier: |  |

1. Has this facility or any responsibly connected person with this facility ever previously applied for organic certification or been granted organic certification by any certification agency? *NOP 205.2 “Responsibly connected” - Any person who is a partner, officer, director, holder, manager, or owner of 10 percent or more of the voting stock of an applicant or a recipient of certification or accreditation.*

|  |  |
| --- | --- |
| [ ]  No. Skip to section B. [ ]  Yes. Complete this section and provide name of certifier: |  |

## Was this facility’s organic certification ever suspended or revoked? [ ]  Yes [ ]  No

1. Was any person responsibly connected to this facility ever suspended or revoked? **[ ]**  Yes **[ ]**  No
2. Did you surrender your certification with outstanding noncompliances or conditions? [ ]  Yes [ ]  No
3. Was your application for organic certification ever issued a denial? [ ]  Yes [ ]  No
4. Did you withdraw your application for certification with outstanding noncompliances? [ ]  Yes [ ]  No
5. If you answered yes to 11 a, b, c, d, or e above, please list the years and agencies, attach copies of all letter(s) describing noncompliances, denial, suspension, and/or revocation and a description of all corrective actions:

|  |  |  |
| --- | --- | --- |
| Year(s): |  | [ ]  Letters and corrective actions attached |

## Facility Activities, Site Plan and Product Flow

|  |  |
| --- | --- |
| 1. Processing or handling activities, ex: baking, cooling:
 |  |

1. 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
2. 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 at least annually.*