



Operation Name: _____ Date: _____

A. Operation Description

- 1) Help us understand your organic operation. Describe or attach a description of your organic business or plans including processing and handling activities. Alternately, attach a schematic product flow chart that describes or shows how product is received, stored, handled, processed, packaged, and displayed.
[] Description attached

- 2) Type of retail store or restaurant:
[] Retail Store [] Cooperative
[] Regional or national retail chain, number of stores/locations: _____
[] Independent Restaurant [] Hotel restaurant [] Hotel in room dining [] Catering services
[] School or Business Cafeteria [] Regional or national restaurant chain, number of locations: _____

Fees for restaurant certification are determined by number of locations per the CCOF Certification Services Program Manual

- [] Other: _____
3) For retail stores, estimate square footage of areas being certified. For retail chains estimate the average certified area at each location. Fees for retail certification are determined by square footage or number of locations per CCOF Certification Program Manual

- 4) What is the estimated percentage of organic products sold in your store(s) or restaurant(s)?

- Complete all OSP section(s) listed for each activity that matches your current organic activities or plans. You do not need to complete sections that are not applicable to your operation.
If your activities change in the future you may need to either complete additional OSP forms or retire OSP forms, as applicable to your updated activities. your updated activities.

If you do this:

Fill out these forms:

- 1) Apply for organic certification.
• CCOF Certification Contract
• R1.0 Checklist for Retailers/Restaurants (this form)
• R2.3 Retail/Restaurant Facility
• R4.0 Retail/Restaurant Organic Practices
• R5.0 Record Keeping for Retail/Restaurant
• Handler Materials Application (OSP Materials List)
2) I am requesting certification for a retail department or multiple retail departments (Produce, Bulk, Meat, etc.).
• R2.0: Retail Departments
3) I am requesting certification for a restaurant or retail prepared foods department (Deli, Salad Bar, etc.).
• R3.0: Restaurant / Prepared Foods
4) I am requesting certification of specific recipes or dishes.
• Product Application
• H2.0 Organic Products
• H2.0A Ingredient Suppliers
• H2.0B Product Formulation (for each product)
5) I use nonorganic ingredients (other than salt) or processing aids in recipes or dishes that I would like to label as organic.
• Product Application
• H2.0 Organic Products
• H2.0A Ingredient Suppliers
• H2.0B Product Formulation (for each product)
• Nonorganic Processing Material Affidavit (if applicable)
• Natural Flavor Affidavit (if applicable)