



## Ocal Cultivator Inspection Preparation Checklist

This checklist covers the types of records you may be asked for during your inspection. Thorough preparation leads to a more efficient and cost-effective inspection. Please check each item carefully and have all records available. Your Inspector may request additional records as needed, per 3 CCR §10104.

***Please see the cancellation policy below\****

### ***New parcels?***

**Submit your complete add acreage application to CCOF immediately.** This includes new parcel locations and any expansion of OCal production acreage at your existing certified locations. **Do not wait to provide this paperwork to your inspector** - your inspector cannot inspect a new parcel before the add acreage application has been reviewed by CCOF. [Rush review](#) is available if you need an add acreage application reviewed quickly in order to be included in your upcoming inspection. For full details, see our Add Acreage Instructions, available here: [www.ccof.org/resource/add-acreage-instructions](http://www.ccof.org/resource/add-acreage-instructions).

✓ **Review and update your OCal System Plan (OSP).**

The OSP is the central document of OCal certification. It must be accurate and current. Minor updates can be made on your existing version. For significant updates or changes, start from scratch for any individual section. Visit [www.ccof.org/resources](http://www.ccof.org/resources) to find OSP section forms. **Be sure to have access to your OSP and copies of changed OSP forms at inspection.** CCOF has gone digital! Most inspectors do not carry a hard copy of your OSP.

✓ **Review Compliance Reports from CCOF.**

Your inspector will review the status of all issues or reminders. If you ever wonder what is due to CCOF and why, log in online to MyCCOF and check your items at a glance on your personalized dashboard. In MyCCOF's Action Item Tracker, you can view your action items, respond to them, and produce a compliance report at any time. [www.ccof.org/myccof](http://www.ccof.org/myccof).

✓ **Certification Standards:** Certification requirements are based on the standards and policies in CCOF Certification Manuals. You can download the Manuals at [www.ccof.org/organic-standards-ccof-organic-certification-program-manuals](http://www.ccof.org/organic-standards-ccof-organic-certification-program-manuals).

✓ **Soil, water, tissue analysis:** If testing has been done since the last inspection, are reports available?

✓ **Cleaning logs:** Are records available to confirm clean out for all mixed use or shared equipment (application and harvest)?

✓ **Natural resources and biodiversity conservation:** Conservation of natural resources and biodiversity is a primary tenet of OCal production. Your inspector will review records documenting conservation measures taken by your operation and their effectiveness.

This guideline is intended to assist operators prepare for an efficient OCal inspection. This is not a comprehensive list. Records requested for review will vary by circumstance.

**\*Please note:** If an inspection is cancelled by the operation within **5 or less business days** before the confirmed scheduled date, or the client fails to appear for a scheduled inspection, CCOF CS charges for **all time and expenses** (including travel related expenses) incurred by the inspector after initial contact regarding scheduling, plus a \$100 penalty. Additionally, at the second request to schedule an inspection, the client has 5 business days to respond or else CCOF CS may bill a \$50 penalty. Annual inspections are efficiently planned to minimize travel costs. Cancellation may result in a costlier inspection for your operation at a later time and impact expenses shared by your organic neighbors initially scheduled with you.





**Input Material Application Records.** Your inspector will review your input material applications going back at least to the previous inspection. These records must include type and brand name of material, date, rate & location of the application. Please have input receipts available. **All materials must be approved by CCOF on your OSP Material List prior to use.** Use the MyCCOF: Materials Search tool to search and add materials to your OSP. More info can be found here: [www.ccof.org/resource/materials-guide](http://www.ccof.org/resource/materials-guide).

- ✓ **Buffer crop:** Are records available demonstrating buffer crops were separated at harvest and sold as conventional or disposed?
- ✓ **Mixed operations:** Are records available to demonstrate that commingling between OCal and non-OCal product was prevented? You may be required to provide input, harvest and sales records for your non-OCal cannabis to show you comply.
- ✓ **Labels** for all cannabis sold for retail purchase must be approved by CCOF prior to printing or use. Are all currently used labels available? Send any new or updated labels to CCOF for review. Samples of shipping labels should be approved and on file with CCOF so that OCal product is consistently identified from harvest through storage and shipping.
- ✓ **Audit Trail:** Have records of harvest, sales, as well as records of intermediate stages such as transport, off-site storage, post-harvest handling on hand. Final cannabis sales must be traceable back to fields or incoming purchases.
- ✓ **OCal certificates** for all out-sourced products and certified off-farm post-harvest handling facilities should be available and current (within one year of purchase or use).
- ✓ **Uncertified Handler Affidavit:** If you purchase OCal products from an uncertified broker or use an uncertified facility to store your unsealed OCal product, do you have an Uncertified Handler Affidavit (UHA) on file?
- ✓ **Production Verification Audit:** This is an assessment of estimated production/yield capacity vs. actual production/sales. Please have sales, packing/production and planting records available. Your inspector will choose a sample of your cannabis over time period(s), for which to audit production/sales vs. estimated yield capacity.
- ✓ **Verification of your total annual OCal Production Value.** Your inspector will review OCal sales records for the previous calendar year to verify that you are paying the correct CCOF Annual Fee. It is based on the Gross OCal Production Value of your operation. Purchase cost of certified OCal seeds and planting stock are deductible as are fees paid to a certified OCal handler to perform processing services.

**Thank you for your effort!**

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