



## Organic Wild Crop 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 NOP §205.103.

***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 organic 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 Organic System Plan (OSP).**

The OSP is the central document of organic 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 most recent Compliance Report. In MyCCOF's Action Item Tracker, you can respond to requests 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 access the Manuals at [www.ccof.org/organic-standards-ccof-organic-certification-program-manuals](http://www.ccof.org/organic-standards-ccof-organic-certification-program-manuals).

### ✓ **Harvest practices:** Be prepared to show how wild crop habitat & surrounding environment is preserved so that wild crop populations remain stable.

### ✓ **Monitoring practices and records:** How does your operation monitor and document the wild crop population to prevent potential for overharvesting?

### ✓ **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 production equipment (application, seeding/planting) and crop harvest & transport equipment?

### ✓ **Natural resources and biodiversity conservation:** Conservation of natural resources and biodiversity is a primary tenet of organic 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 organic 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.





- ✓ **Buffer crop:** Are records available demonstrating buffer crops were separated at harvest and sold as conventional or disposed?
- ✓ **Split operations:** Are records available to demonstrate that commingling between organic and conventional product was prevented? You may be required to provide input, harvest and sales records for your conventional crops to show you comply.
- ✓ **Labels** for all crops 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 organic 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 crop sales must be traceable back to fields or incoming purchases. If you export from Mexico to the US, have your NOP Import Certificate tracking logs available.
- ✓ **Exempt Uncertified Suppliers.** If you source organic ingredients from exempt uncertified brokers, traders, wholesalers, or distributors, your inspector will choose at least one shipment from each uncertified supplier to see if records directly link back to a certified supplier. Organic ingredients sourced from an exempt uncertified supplier must be sealed in tamper-evident final retail packaging. Refer to the Exempt Handler Affidavit for records that must be available for each delivery.
- ✓ **Organic Fraud Prevention Plan.** Your OSP must describe the monitoring practices and procedures to prevent organic fraud, as appropriate to your operation's activities, scope, and complexity. Be prepared to discuss your plan with the inspector. Refer to CCOF's worksheet for elements that may be part of your OFPP: <https://www.ccof.org/resource/organic-fraud-prevention-plan>
- ✓ **Organic Fraud Prevention Plan:** The Strengthening Organic Enforcement (SOE) final rule requires organic operations to include a fraud prevention plan in their OSP, describing monitoring practices and procedures used to prevent organic fraud and verify suppliers and organic product status.
- ✓ **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 crop(s) over time period(s), for which to audit production/sales vs. estimated yield capacity.
- ✓ **Verification of your total annual Organic Production Value.** Your inspector will review organic sales records for the previous calendar year to verify that you are paying the correct CCOF Annual Fee. It is based on the Gross Organic Production Value of your operation. Purchase cost of certified organic seeds and transplants are deductible, as are costs of any sourced certified organic products or fees paid to a certified organic handler to perform processing services. Additional details on calculating your Organic Production Value can be found in the CCOF Certification Services Manual at [www.ccof.org/resource/ccof-certification-services-program-manual](http://www.ccof.org/resource/ccof-certification-services-program-manual).

**Thank you for your effort!**

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