



Sample Audit Trail for an Exempt Supplier

If you source sealed tamper-evident retail packaged products from an exempt operation, you will need to provide audit trail documents that link back to the certified source.

This is an example of the type of information you might submit to provide the required traceability back to the certified source. This sample audit trail includes an invoice showing sale from the certified source to the exempt operation, a Bill of Lading showing delivery from the certified source to the exempt operation, an invoice from the exempt operation, a retail label, and a nonretail shipping container all linked by lot numbers. It also includes the organic certificate for the certified source.

Contents:

A. Purchase invoice from exempt supplier

The exempt supplier must either list the certified source on the invoice or records or show the product lot number that is identified on the certified source's invoice and on the nonretail product containers.

B. BOL from exempt supplier

The Bill of Lading from the exempt supplier designates the product as organic, includes the lot number, description of the product, date of transaction, and amount transferred. The date links to the invoice.

C. Product Retail packaging

The retail packaging must be sealed and tamper evident for the supplier to be exempt from certification. It must show a lot number or other unique information that links to the audit trail records.

D. Product Nonretail containers

Nonretail containers used to ship or store organic products must identify product as organic and display the production lot number, shipping identification, or other unique information that links to the audit trail records.

E. Purchase invoice proving sale from certified source to exempt supplier

The invoice from the organic source to the exempt supplier designates the product as organic, includes the lot number, a description of the product, date of transaction, and amount transferred. You may strike out pricing information, provided organic status and quantity is legible. If product passes through multiple uncertified exempt operations in sequence, documents must trace product lot number through all uncertified operations back to the last certified handler.

F. BOL proving delivery or transfer from certified source to exempt supplier

The Bill of Lading from the organic source to the exempt supplier designates the product as organic, includes the lot number, a description of the product, date of transaction, and amount transferred. If product passes through multiple uncertified exempt operations in sequence, documents must trace product lot number through all uncertified operations back to the last certified handler.

G. Organic certificate for the certified source

For each shipment, exempt suppliers must provide a complete, current organic certificate for the last certified operation.

H. Operation profile for the certified source

The organic certificate is accompanied by an operation profile showing all certified products and parcels. The profile must include the product sourced.

Exempt Supplier Invoice A

INVOICE

Exempt Food Broker

We aren't certified, but we provide traceability!
[Street Address]
[City, ST ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]

DATE:	9/21/2025
INVOICE #	[123456]
Customer ID	[123]
Due Date	

BILL TO

CCOF Certified Handler
[Street Address]
[City, ST ZIP]
[Phone]

DESCRIPTION	TAXED	AMOUNT
50kg Organic Snack Mix Source: Certified Great Organics	lot# 082712Org \$xx	\$xxx

Subtotal	\$	-
Taxable	\$	-
Tax rate	xx	
Tax due	xx	
Shipping	xx	
TOTAL Due	xxx	

OTHER COMMENTS
1.Total payment due in 30 day 2. Please include the invoice number on your check California DHS Registration Number xxxxx

Make all checks payable to
Great Organics

If you have any questions about this invoice, please contact
[Name, Phone #, E-mail]

Thank You For Your Business!

Exempt Supplier BOL B

STRAIGHT BILL OF LADNG
ORIGINAL – NOT NEGOTIABLE

To:
CCOF Certified Handler
[Street Address]
[City, ST ZIP]
[Phone]

From:
Exempt Food Broker
[Street Address]
[City, ST ZIP]
[Phone]

200kg Organic Snack Mix	lot# 082712Org	Weight	Rate	CHARGES
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Remit COD to:
SHIPPER
CARRIER
9/21/2025

Exempt Food Broker
Organic Snack Mix



082712Org

Best By: 3/19/2026

Product Nonretail Container D



**Exempt Food Broker
Organic Snack Mix**

082712Org
Best By: 3/19/2026

Certified Source BOL F

STRAIGHT BILL OF LADNG
ORIGINAL – NOT NEGOTIABLE

To:
Exempt Food Broker
[Street Address]
[City, ST ZIP]
[Phone]

From:
Certified Great Organics
[Street Address]
[City, ST ZIP]
[Phone]

	Weight	Rate	CHARGES
10,00kg Organic Snack Mix	lot# 082712Org		

Remit COD to:
SHIPPER
CARRIER
8/30/2025

Organic Certificate for Certified Source C

CERTIFIER

certifies that

Certified Great Organics

Street Address

City, ST Zip

is certified to the USDA organic regulations, 7 CFR Part 205, for the categories of
Handling

Once certified, a production or handling operation's organic certification continues in effect until
surrendered, suspended, or revoked. Status of this certification and specific certified organic
products covered may be verified at

<https://organic.ams.usda.gov/Integrity/>

ORGANIC CERTIFICATE



Operation Profile for Certified Source D



ORGANIC
INTEGRITY DATABASE



Operation Profile (#####) updated on 10/2/2024

This Operation Profile was generated by the USDA Agricultural Marketing Service National Organic Program. Additional up-to-date details about certified products can be found online in the INTEGRITY Operation Profile through the QR Code or URL printed at the bottom of this page, or by contacting the Certifier directly.

Operation Information

Program: USDA-NOP (U.S.A.)
Operation Name: Certified Great Organics
Operation Status: Certified
Status Effective Date: 11/28/2022
Certifier: CERTIFIER
NOP ID: #####
Certifier Client ID: N/A
Other/Former Names: N/A
NOP Anniversary Date: 5/1/2025
Business Types/Service: --
Total Certified Acres: --
Additional Info:

Scope and Product Summary

Scope	Status	Status Effective Date	Certified Products
HANDLING	Certified	11/28/2022	Snack Mix, Almonds, Granola

The Certified Product List is truncated at 32,000 characters. Additional information is available in the Operation Profile.