ORGANIC CERTIFICATION

Service, Support & Integrity

Farmers • Processors • Livestock
Services • Private Labelers • Ingredients • Retailers

CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

We're your partner in the organic movement. We make organic certification seamless by providing:

- Online certification management
- Personal service throughout the United States
- International export services

- Food safety services
- Certification support tools
- An "Organic is Non-GMO & More" seal

USDA ORGANIC

CCOF is accredited by the U.S. Department of Agriculture to certify to the National Organic Program standards.

To learn more, visit www.ccof.org »

Expedited Certification Program

► If you have a short certification time frame, we provide optional expedited services to meet your needs. Complete this form and return it with your certification application, by email to **inbox@ccof.org**, or by fax to (831) 423-4528.

► **There are no refunds on expedited services.**

Who is this program for?

► Operations who would like to finish the certification process as soon as possible (such as impending harvests, market releases, or product launch deadlines). Note that CCOF is currently not accepting expedited requests for our Regenerative Organic Certified® program, Food Safety programs or reinstatement requests.

How much does the expedited service cost?

• There are no refunds on expedited services and expedited services are billed per inspection.

• New NOP applicants OR Addition of a new NOP scope to your existing CCOF certification: $2,850 includes the application fee.

• Addition of a new facility or equipment: $2,350 includes the add facility or equipment fee.

• New Acreage: $2,125 includes add acreage fee.

• Annual inspection of existing certification: $2,000.

• See the **CCOF Certification Services Program Manual** for details. Expedited services may incur higher than average inspection expenses.

What will CCOF provide?

• Your application receives top priority processing and CCOF will begin securing an inspector immediately.

• Once your application is reviewed and accepted, your inspection will occur as soon as possible based on your schedule and inspector availability.

• CCOF will review the inspection report and identify outstanding issues or grant certification within eight business days from the date of inspection. *(If a sample is taken during the inspection, the timeline for CCOF to review the inspection report begins the day the sample results are received by CCOF.)*

What is expected of me?

• A complete application describing your practices.

• Timely responses to requests for information during the application and inspection review processes.

Can certification be guaranteed by a certain date?

• No, certification is dependent upon compliance onsite, the completeness of your application, and the inspector's findings.

1) **Operation Name:** _____ **Client Code:** (current clients only) _____

2) **Service Requested:** ☐ New Application OR Add Scope ☐ Add Facility/equipment ☐ Add Acreage ☐ Annual Inspection

3) **Payment:** Amount: $ _____ ☐ I have a discount code: _____

☐ Check included (payable to CCOF)   ☐ Bill me (current clients only)   ☐ Charge my credit card: ☐ Visa ☐ MC ☐ Amex

CCOF applies a 3% surcharge to each credit card transaction. No additional surcharge is applied to debit card transactions.

Credit Card Billing Address: _____

City: _____ State: _____ Zip code: _____

Name on Card: _____

Email address: _____ Phone Number: _____

Credit Card Number: _____ Expiration Date (mm/yy): ___ / ___ Security Number: _____

4) **Signature:** _____

CCOF Certification Financial Assistance Application

Fill out this form to apply for financial assistance for CCOF certification fees.

FEE WAIVERS ARE AVAILABLE FOR:

- **Beginning Producers in the United States and Mexico**
- **Hardship – Declared Emergency**
- **Previously Incarcerated Individuals**
- **Schools/Nonprofits**
- **Veterans**

CLIENT INFORMATION:

Operation Name _____

Client Code _____

Owner Name

_____   _____
First   Last

Mailing Address

_____ _____ _____ _____ _____
Street Address   Unit #   Town/City   State   Zip Code

Street Address

_____ _____ _____ _____ _____
Street Address   Unit #   Town/City   State   Zip Code

Personal Email _____

New Applicant:
- ☐ Yes
- ☐ No

Is your operation a nonprofit or school that offers education on organic production practices? ☐ Yes ☐ No

If yes, do you sell organic products for a profit? ☐ Yes ☐ No

QUESTIONS:

1. For new applicants: for products seeking organic certification, what is the estimated value of products produced over the next twelve months(in U.S. dollars)?

2. For new applicants: How many years has the operation seeking certification been in business?

3. For new applicants: Has your operation been certified in the last two years? ☐ YES ☐ NO

4. For current CCOF members: Is this need related to a State or Federally Declared Emergency? ☐ YES ☐ NO

If yes, what declared emergencywere you impacted by (e.g., wildfire, flood)?Describe your hardship in as much detail as possible. What was the hardship? Who/what did the hardship affect? When did it occur? In what county?

5. Are you a veteran of the armed forces? ☐ YES ☐ NO

6. Have you ever been convicted of a felony and served time in prison? ☐ YES ☐ NO

FINANCIAL DOCUMENTATION

Submission of financial documentation is not required but helps us understand your financial need. Documentation could include any of the following:

- **Your federal income tax returns, W-2s, and other records of money earned**
- **Bank statements and records of investments (if any exist)**
- **Records of untaxed income (if any exists)**
- **Any information regarding ownership of small businesses and/or other assets**

ACKNOWLEDGMENT AND RELEASE

I hereby certify that all information submitted on this application is true and correct to the best of my knowledge. I understand that all information contained here is subject to verification and that false information will lead to disqualification. I understand that CCOF Certification Services, LLC will keep all financial and demographic information confidential.

Authorized Signature _____

Date _____

Please email this completed form to inbox@ccof.org or mail to CCOF, 877 Cedar Street, Suite 248, Santa Cruz, CA 95060

INNOVATIVE ONLINE CERTIFICATION TOOLS

Managing your certification just got easier.

MyCCOF is the most powerful tool in certification. Monitor your certification and renewals, access key documents, track the inspection and certification process, respond to action items, search for and add approved materials, and much more—all from your computer, tablet, or phone.

MyCCOF is free for CCOF-certified members. Visit www.ccof.org/myccof to get started.

Use MyCCOF to:

» **Track Action Items**

Review outstanding requests from CCOF and respond directly, including uploading documents. You can also check on updates you've sent to us.

» **Get Your Organic System Plan Online**

Download your current OSP in real time, whenever and wherever.

» **Find Materials & Track Your Approved List**

View the materials CCOF has approved for your operation. Plus, remove, search, and add new materials as you need them!

» **Download Certificates**

Find your current certificates and download other CCOF certified operation's certificates.
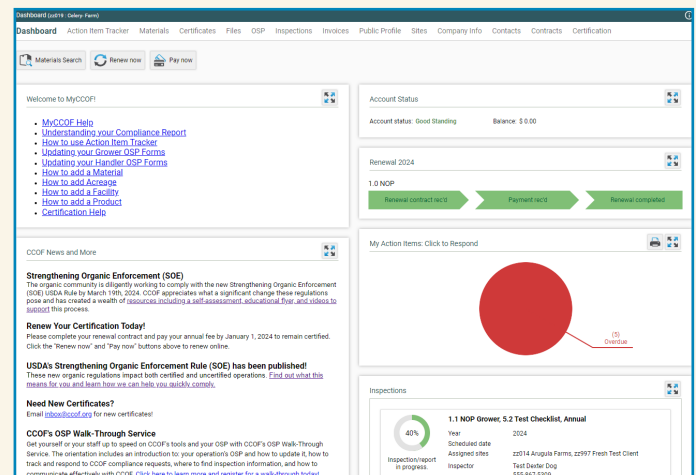
» **Monitor Inspections**

Follow the inspection process. Access inspector contact information, find reports, and stay informed.

» **Find Service Staff**

Find your CCOF service staff and more.

» **Pay Bills**

Track invoices and pay online!

» **Manage Your Public Profile**

Publicize your company, sales methods, and social media sites through our online directory.

» **Track Clients & Facilities**

Manage several CCOF-certified operations with a single login. Great for consultants and partnerships!

» **And More—Continual Improvements**

CCOF is dedicated to making certification easy to manage, and we're continually innovating new ways to make MyCCOF even better than before.

Visit www.ccof.org/myccof today to let MyCCOF work for you!

Certification Made Simple

SEARCH
for materials approved for use in organic production.

ADD
new materials to your Organic System Plan (OSP).

Need to add materials to your OSP? It's easier than ever before.

With MyCCOF Materials Search, you'll never again guess if a material has been reviewed. All CCOF internally-reviewed materials, OMRI Products List© materials, WSDA Brand Name List materials, and CDFA Registered organic input materials can be searched in one place. Plus, you can request OSP changes online day or night, from any device.

» Find What You Need in Our Library

View all CCOF internal material review information, plus OMRI Products List© materials, WSDA Brand Name List materials, and CDFA Registered organic input materials. Know what has and has not been approved in the past and view the status of any reviewed material.

» Easily Add to Your OSP

Request addition of materials to your OSP with the click of a button.

» Save Time

No longer is a phone call necessary to add materials. Take control and add to your OSP whenever, wherever; even with a smartphone!

» Get Notifications

See status of materials you have requested and any restrictions on their use.

Do you have current certificates for CCOF certified operations? Access and track them with confidence.

Anyone purchasing organic ingredients will love the "CCOF Certificate Portal" in MyCCOF. This one-of-a-kind service offers tracking and management of CCOF-certificates. Access CCOF certificates today!

» Get the Green Light

Once you have identified a CCOF certified operation to track, you can easily identify their standing: green, yellow, or red indicators allow for quick review of certification status.

» Easier Purchasing

Better tracking maintains integrity. Find all your CCOF-certified supplier data in one place. The CCOF Certificate Portal is a way to track the status of a CCOF certified operation, it is not your Organic System Plan (OSP) and does not reflect your approved suppliers.

» Real-Time Notifications

Receive immediate email notification if any certification status changes.

» Instant Certificates

Track certifications and get your suppliers' certificates as soon as they are created. Conveniently search for certificates by date.

» Faster Inspections

Fly through your inspection with an organized queue of certificates and real-time access to their certification status.

» Organize and Prepare

Never accept an uncertified load again! MyCCOF's "CCOF Certificate Portal" feature will save you time and costly mistakes.

Need help getting started? Read our MyCCOF FAQs at www.ccof.org/faq »

CCOF CERTIFICATION CONTRACT

► Please keep a copy of all documents submitted to CCOF for your records.

► See **www.ccof.org/faq** or contact us with questions. Find all forms at **www.ccof.org/resources/resource-library**.

► **Complete and send the following to apply for certification:**
- CCOF Certification Contract (this 6-page form)
- Organic System Plan (OSP) forms and attachments:
  - Carefully review the Organic System Plan (OSP) Guides applicable to your operation, and complete all forms indicated:
    - **Guide to Grower OSP Forms**
    - **Guide to Handler OSP Forms**
    - **Guide to Livestock Producer OSP Forms**
    - **Guide to Retail Establishment OSP Forms**
- $350 nonrefundable fee due with application:
  - ☐ My credit card information is on page 6   ☐ I have included another form of payment
  - ☐ I have a discount code: _____

Email to: inbox@ccof.org Or Mail to: CCOF, 877 Cedar Street, Suite 248, Santa Cruz, CA 95060

► How did you hear about CCOF? _____

A. Operation Information

Public information about certified operations is made available at www.ccof.org/resources/member-directory and print directories released by CCOF CS, as well as by the National Organic Program in the Organic Integrity Database (OID). For a complete list of the information provided, please read the "Confidentiality and Public Information, & Data Reporting" chapter in the CCOF Certification Services Program Manual.

1) Registered Legal Business Name: _____

Legal "Doing Business As" (DBA), if applicable: _____

Phone: _____   Website (optional): _____

2) Registered Legal Business Address:

Address: _____   City: _____

State/Province: _____   Zip/Postal Code: _____   Country: _____

3) Explain whether the DBA listed above appears in your audit trail records and under what circumstances, e.g., DBA is only used for certain products or markets, or for all products and markets. *DBA names can only be included on your organic certificate if you are operating the same certified legal business entity under a different name. Describe whether the DBA is registered at the state or local level.*

☐ Description attached

_____

4) Legal Information:

Federal Tax ID#: _____

☐ Sole Proprietorship. Owner's Name: _____

☐ Partnership. Owner's Names: _____

☐ Corporation –OR– ☐ LLC.   State of incorporation: _____

Name of owners, or officers and their titles: _____

CCOF CERTIFICATION CONTRACT

5) **Physical Location of Your Operation.**

Where organic production occurs, or records are kept (for importer/broker/trader/private label owners). Your physical location will be inspected and will be listed on your organic certificate. If you do not occupy, lease, or own this location, you are responsible for ensuring that CCOF, CDFA, or USDA can access the location during an unannounced inspection.

☐ Identical to registered legal business address above.

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

6) **Mailing Address** *if different***:**

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

7) **Billing Address** *if different***:**

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

8) Preferred language: ☐ English ☐ Español (mayoría de los documentos de CCOF disponibles en español)

9) Preferred method of written communication: ☐ Email ☐ Postal Mail

B. Organic Operation Summary

1) Help us understand your organic operation. Describe or attach a summary description of your organic business or plans.

Your full details will be on the complete Organic System Plan you submit.

☐ Description attached

2) How frequently do you review your entire Organic System Plan to verify it is effectively implemented, and ensure it accurately reflects all your practices and procedures?

You must provide CCOF with an adequate response to this question.

☐ Annually ☐ Quarterly ☐ Monthly

☐ Other (describe): _____

C. Contact Information

1) **Primary Contact**

Please designate one person as primary contact. This person will be listed in the CCOF online directory and in the National Organic Program Organic Integrity Database (OID). This person should be knowledgeable of your operation, your Organic System Plan, your operation's activities, applicable organic standards, and have the authority to act on behalf of the operation. **All communication will be sent to this contact.**

Name: _____ Title: _____

Phone: _____ Email: _____

2) **Additional Contacts**

Please list all people at your operation authorized to conduct inspections, meet with inspectors, modify the OSP, or otherwise act on behalf of the operation. Check the CC box for contacts that should receive all communication along with the Primary contact listed above. Attach an additional list if necessary.

CC: ☐

Name/Title	Phone number	Email

CC: ☐

Name/Title	Phone number	Email

CC: ☐

Name/Title	Phone number	Email

CCOF CERTIFICATION CONTRACT

D. Certification Program Information

1) What types of products does this operation grow, produce, process, handle, or sell? Check one:

☐ Both organic and nonorganic product(s)   ☐ Organic product(s) only   ☐ Organic and transitional product(s)

2) Please indicate any markets you export or plan to export to, directly or indirectly (as an ingredient or through brokers/traders etc.).

☐ Canada   ☐ Europe/UK   ☐ Japan   ☐ Korea   ☐ Taiwan   ☐ Switzerland   ☐ Mexico

☐ Other: _____

3) By what date do you anticipate the need for certification? *Month/Day/Year:* _____

The certification process could take 12 weeks or longer. If you need a shorter timeline you can enroll in the **Expedited Certification Service**.

4) Is this operation currently certified organic?

☐ No   ☐ Yes, attach certificate and completed **Certification Transfer Form**.

5) Has this operation or any responsibly connected person with this operation ever applied for, or been granted, organic certification? *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 E.   ☐ Yes. Complete this section and provide name of certifier: _____

a) Was the operation's or any responsibly connected person with this operation's certification or the certification of fields or products ever suspended or revoked?	☐ Yes ☐ No
b) Did the operation surrender certification with outstanding non-compliances or conditions?	☐ Yes ☐ No
c) Was the operation's application for organic certification ever issued a denial?	☐ Yes ☐ No
d) Did the operation withdraw its application for certification with outstanding non-compliances?	☐ Yes ☐ No

6) If you answered yes to a, b, c, or d above, please list the years and organic certification agencies, attach a copy of all relevant letter(s) and a description of all corrective actions:

Year(s): _____   ☐ Letters Attached

Corrective actions taken: _____

E. California Organic Registration

☐ Not applicable, not based in California   ☐ Not applicable, retail or restaurant

Operations engaged in production of organic products in California must register with the state prior to the first sale. Refer to the **CDFA Organic Program** webpage or contact your local County Agricultural Commissioner to determine which agency to register with; CDFA or CDPH. List your registration number below (you may only have one registration number). *California Organic Products Act of 2003*

1) CDFA California Organic Program Registration number (grower, post-harvest handling, produce broker). *Example: 12-123456:*

_____

2) CDPH Department of Health Services Organic Registration number (processing). *Example: 12345:*

_____

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CCOF CERTIFICATION CONTRACT

F. Annual Certification Fee

CCOF will estimate and invoice your certification fee based on the information provided below and collected at your initial and subsequent inspections. Please refer to the **CCOF Certification Services Program Manual** for fee information. **If you do not provide the information requested below, you cannot move forward in the certification process, and your inspection will be delayed.** Certification **fees must be paid prior to issuance of certification.** Certification fees are confirmed upon application acceptance and may change.

1) What is your current or expected total value of certified organic production/sales/services (gross, next 12 months):

_____

   a) **If you are a Farm or Livestock operation:** What is your current or expected cost of certified organic product purchased, such as seed, feed, transplants (next 12 months) and service fees charged by certified organic co-processors, custom grazing, etc. This will be subtracted from the amount in line 1 to determine your annual certification fee.

_____

   b) **If you are a Handler, Processor, Private Label Brand Owner, Broker, Importer or other non-farm business:** What is your current or expected cost of certified organic ingredients/products purchased (next 12 months) and service fees charged by certified organic co-processors. This will be subtracted from the amount in line 1 to determine your annual certification fee.

_____

   c) **If you are a Retail or Restaurant operation:** What is your current or expected number of stores (next 12 months).

_____

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CCOF CERTIFICATION CONTRACT

Operation Name: _____ **Date:** _____

G. Certification Contract and Agreement

► The following must be signed by a legally authorized representative of an operation and by all applicants for certification by CCOF CS (CCOF).

By signing this document, the applicant acknowledges that it has received, has read, fully understands, and agrees to be bound by the terms of the CCOF CS Certification Manuals and further agrees to:

1) **For operations and any responsibly connected person seeking NOP certification:** Comply with all State and applicable organic production and handling regulations as described in rules issued by the United States Department of Agriculture Agricultural Marketing Service (including those regulations in 7 CFR Part 205 and the NOP Handbook as published on the USDA AMS NOP website).

2) **For operations seeking COR certification:** Comply with all Province and applicable organic production and handling regulations as described in rules issued by the Canada Food Inspection Agency

3) **For operations seeking CCOF GMA:** Comply with the requirements set forth in the CCOF GMA Manual.

4) **For all operations:** Comply with and strictly adhere to all CCOF standards, procedures and policies set forth in the CCOF Manuals including but not limited to the following:

   a) Establishing, implementing, and updating annually an Organic System Plan that will be submitted to CCOF.

   b) Permitting on-site inspections at least once per calendar year with complete access to the production or handling aspects of the operation, including non-certified production areas, structures, or offices by CCOF. These inspections may be announced or unannounced at the discretion of CCOF or as required by an accreditation authority, government entity with jurisdiction, or other governing body.

   c) Maintaining all records applicable to the organic operation for not less than five (5) years beyond their creation.

   d) Allowing authorized representatives of CCOF, an accreditation authority, government entity with jurisdiction, or other governing body access to these records under normal business hours for review and copying to determine compliance with the applicable standards, regulations or governing law.

   e) Understanding CCOF may use subcontractors for inspecting, testing and other technical services, as necessary.

   f) Submitting to CCOF any applicable fees as described on the most current fee schedule.

   g) Immediately notifying CCOF concerning any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation.

   h) Immediately notifying CCOF of any change in your certified operation or portion of it that may affect its compliance with the applicable standards, regulations or governing law.

   i) Using the CCOF name and seal(s) only in accordance with CCOF standards and ceasing all use of CCOF's name and seal upon notice by CCOF. Any use of CCOF's names or marks, without the express consent of CCOF, is strictly prohibited and constitutes an infringement of CCOF's rights. CCOF shall be entitled to its reasonable attorney's fees and costs incurred in bringing any civil action, arbitration, or mediation to enforce its rights to its names or marks.

   j) Destroying or returning to CCOF all packaging and certificate(s) upon notice from CCOF.

   k) Understanding that the use of the CCOF name and seal must be in accordance with the CCOF standards.

   l) Authorizing CCOF to list certified parcel crops, products, services, and acreage on my certificate and in the CCOF Directory.

   m) Immediately ceasing all claims of CCOF certification associated with this operation, and destroying or returning all certificates, labeling, and marketing material containing reference to CCOF in the event that this operation withdraws, or its certification is suspended or revoked.

   n) Agreeing to be legally bound by the terms of the paragraphs entitled "Consent to Electronic Transmission", "Governing Law", "Consent to Jurisdiction", "Indemnification" and "Limit of Liability" as described in the CCOF Certification Program Manual.

   o) Agreeing to be legally bound by the "Standards of Behavior" detailed in the CCOF Certification Program Manual.

I, the owner or legally authorized corporate representative, acknowledge the above General Requirements for CCOF certification and understand that any willful misrepresentation may be cause for denial of an application and sanctioning of certification. I authorize the person(s) listed above to act on behalf of my company in establishing or maintaining organic certification. I attest that all information in this application is true and accurate to the best of my knowledge:

Name/Title	**Signature**	**Date**

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CCOF CERTIFICATION CONTRACT

Operation Name: _____ **Date:** _____

H. Credit Card Payment Information

Type of Credit Card: ☐ Visa ☐ Master Card ☐ Amex	Amount: $
Credit Card Billing Address:	
City: State: Zip code:	
Name on Card:	Phone Number:
Credit Card Number:	
Expiration Date (mm/yy): /	Security Number (The three-digit code on the back of your card. For Amex, this is the four digits on the front):
CCOF applies a 3% surcharge to each credit card transaction. No additional surcharge is applied to debit card transactions.	
Signature:	

I. Public Profile Information (optional)

Use these options to describe your operation. This information will be used to populate your online directory profile and to help CCOF promote your unique operation.

1) Online Presence:

☐ Facebook: _____ ☐ Linkedin: _____

☐ Instagram: _____ ☐ Pinterest: _____

☐ X (formerly Twitter): _____ ☐ Youtube: _____

2) Sales Methods:

☐ Community Supported Agriculture (CSA): _____

☐ Copacking Services (CS): _____

☐ Export (EX): _____

☐ Farmer's Market (FM): _____

☐ Ingredients (Ing): _____

☐ Internet (WWW): _____

☐ Produce Stand (PS): _____

☐ Retail (R): _____

☐ Tasting Room/Winery: _____

☐ U-Pick (UP): _____

☐ Wholesale (WS): _____

3) Apprenticeship Options:

☐ Apprenticeship Offered: _____

Terms: ☐ Board ☐ Internships ☐ Wage ☐ Other: _____

4) Company Statement (Promotional/sales/informational or public statement about your company):

_____

J. Additional Service Opportunities (optional)

Check any additional services you may be interested in and a CCOF representative or partner organization will contact you.

☐ GLOBALG.A.P ☐ PrimusGFS ☐ Regenerative Organic Certified (ROC) ☐ OPT Grass-Fed Program

☐ OCal Cannabis Certification (CA operations only) ☐ Other: _____

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► **Complete all Organic System Plan (OSP) section(s) listed for each activity that matches your current organic activities or plans.** Do not 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.

If you do this (more than one may apply)**:**	**Fill out these forms:**
1) Apply for CCOF organic certification.	• **CCOF Certification Contract** • **H5.0 Record Keeping for Handlers** • **Organic Fraud Prevention Plan** (as needed)
2) I am a private label brand owner; I contract other independently certified facilities to produce or label organic product.	• **Product Application** • **H2.0 Organic Products** • **H2.6 Broker Suppliers** (if purchasing or storing ingredients that are sent to co-packer) • Organic product Labels
3) Act as a broker, trader, wholesaler, distributor, or importer of organic products; I do not process, repack, or relabel.	• **H2.5 Brokered Products** • **H2.6 Broker Suppliers**
4) Process, physically handle, or label organic products (for my own brand or for private label brands) at a facility I own or lease.	• **Handler Materials Application (OSP Materials List)** • **Product Application** (not applicable for wineries) • **H2.0 Organic Products** (not applicable for wineries or livestock feed processors) • Organic product Labels
5) Take physical possession of organic products or ingredients at a facility I own or lease.	• **H2.3 Organic Facility** – for each location • **H4.0 Organic Practices** – for each location
6) Use nonorganic processing aids, packaging aids, sanitizers, or other additives in or on organic products.	• **Handler Materials Application (OSP Materials List)** • **Nonorganic Processing Material Affidavit** – for each nonorganic material not previously approved by CCOF, except flavors • **Natural Flavor Affidavit** – for each nonorganic flavor
7) Source ingredients for organic products.	• **H2.0A Ingredient Suppliers** (not applicable for brokers, traders, wholesalers, distributors, importers, livestock handlers, or private label owners who contract other facilities to produce products)
8) Process multi-ingredient organic products.	• **H2.0B Product Formulation** – for each product
9) Package products under a brand or private label owned by someone else.	• **Co-Packer Application** – for each brand owner
10) Source organic products from an uncertified broker, trader, wholesaler, or distributor.	• **Exempt Handler Affidavit** – for each uncertified supplier (CCOF will determine if certification is required)
11) Use an uncertified storage facility to store organic product in sealed, tamper-evident packaging.	• **Exempt Handler Affidavit** – for each uncertified facility
12) Provide processing, handling, toll processing, or fee-for-services for organic products that I do not own or take title to.	• **H2.4 Organic Services** (only applicable for products and services not described on H2.0 Organic Products or H2.5 Brokered Products)
13) Wine – Process or handle wine made from grapes.	• **V2.0 Organic Winery** • **V2.1 Wine & Label Approval** (submit this form & labels once wines are ready to be labeled; wines produced before certification is granted are not eligible to be labeled with organic claims) • **GMA Wine Approval Application** (if exporting wine from US to EU, UK, or Switzerland)
14) Livestock feed – Produce or mill livestock feed or premixes.	• **H2.2 Livestock Feed**

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NOP §205.201

GUIDE TO HANDLER OSP FORMS

Find all forms at www.ccof.org/resources. Send completed forms to inbox@ccof.org.

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If you do this (more than one may apply):	Fill out these forms:
15) Live animals – I take physical possession or title to live animals for less than one week or I facilitate the sale or trade of live animals.	• **H2.8 Temporary Livestock Management** – complete additional forms as directed on H2.8 *Operations who take physical possession of animals for more than one week complete full Livestock OSP, not this form.*
16) Located in the US and export, design export labels, or sell to a buyer who requires international verification.	• **Global Market Access Program Application** (US exports to Canada, EU, UK, Japan, Korea, Switzerland, Taiwan) • **Mexico Compliance Program Application** (US exports to Mexico)
17) Located in Mexico.	• **Mexico Compliance Program Application**
18) Located in Mexico and export, design export labels, or sell to a buyer who requires international verification.	• **Global Market Access Program Application** (Mexico exports to Canada) • **NOP Import Certificate Request Form** (Mexico exports to the US – once certified, exporter completes prior to each shipment)
19) Provide services to a CCOF certified operation and I want that operation to participate in management of my certification.	• **Contracted Partner Program Application** (Optional)
20) Grow or harvest organic products or ingredients.	• **Guide to Grower OSP Forms** Complete applicable forms as directed
21) Raise organic livestock or take physical possession of animals for more than one week.	• **Guide to Livestock OSP Forms** Complete applicable forms as directed
22) Apply for certification of retail/grocery store or restaurant (not required).	• **Guide to Retail Establishment OSP Forms** Complete applicable forms as directed

NOP §205.105, 205.201, 205.300-311, 205.404

Find all forms at www.ccof.org/documents. Send completed forms to inbox@ccof.org.

Operation Name: _____   **Date:** _____

► List finished organic products below, including private label brand products co-packed for others. An **Excel version** of this document is available online or by contacting CCOF. *Product category, detail and brand name will appear on your CCOF Client Profile (certificate addendum); product category and detail will appear in USDA's **Organic Integrity Database (Integrity)**. CCOF reserves the right to modify product categories to reflect naming conventions.*

► Once you are certified, refer to your CCOF Client Profile for a complete list of all products currently included in your certification.

► Ensure all suppliers are listed on **H2.0A Ingredient Suppliers**. Submit **H2.0B Product Formulation** for any new multi-ingredient product.

1) Attach all labels for all organic products, including retail, nonretail, shipping container labels, temporary signage for unpackaged products, labels for export, and other labels that include any reference to organic. ☐ Labels attached

   • *Organic labeling guidelines including international labeling are available at www.ccof.org/labeling. Submit all revisions to CCOF prior to printing or using new labels.*

2) Do you package any products for private label brands (brands you do not own)? ☐ No ☐ Yes, complete the **Co-Packer Application** for each brand.

3) Private label brand owners who do not process: If co-packed product is imported, list importer as well as co-packer in "Name of" column below. For each multi-ingredient product, submit an ingredient statement from the manufacturer to compare to your label. *Ingred. statement not required if co-packer is CCOF certified.* ☐ Ingredient statement attached

Product Category	Product Detail *As listed on label*	Brand Name	Packaging Form	USA product label claim	Name of: ☐ Certified location where product is processed *(may be your own facility)* OR ☐ Certified co-packer of private label product	Export Market *International market you export product to*
Ex: Ice Cream	*Ex: Vegan chocolate sea salt swirl*	*Ex: Momo's Munchies*	☒Retail [1] ☐Nonretail [2] ☐Unpackaged	☐Made w/ organic [3] ☒Organic [4] ☐100% Organic [5]	*Ex: Snack Shack*	*Ex: Canada, Mexico*
			☐Retail [1] ☐Nonretail [2] ☐Unpackaged	☐Made w/ organic [3] ☐Organic [4] ☐100% Organic [5]		
			☐Retail [1] ☐Nonretail [2] ☐Unpackaged	☐Made w/ organic [3] ☐Organic [4] ☐100% Organic [5]		
			☐Retail [1] ☐Nonretail [2] ☐Unpackaged	☐Made w/ organic [3] ☐Organic [4] ☐100% Organic [5]		
			☐Retail [1] ☐Nonretail [2] ☐Unpackaged	☐Made w/ organic [3] ☐Organic [4] ☐100% Organic [5]		

[1] Retail = Containers intended to be purchased and carried home by a consumer (retail purchaser). Refer to NOP 205.303-311 for labeling requirements.

[2] Nonretail = Any container used to ship or store organic products, other than containers used for retail sale of the product. Must identify product as organic and display product lot number, shipping identification, or other unique information that links the container to audit trail documentation.

[3] "Made with organic" is only allowed in USA and Mexico. Products labeled "Made with organic" must contain at least 70% organic ingredients. The remaining ingredients must either be agricultural or approved nonorganic materials from the NOP National List.

[4] Products labeled Organic must contain a minimum of 95% organic ingredients, remaining ingredients must be either organic or approved nonorganic materials from the NOP National List.

[5] "100% Organic" is only allowed in USA and Mexico. Must be produced with ingredients certified as "100% Organic." Must be produced without nonorganic processing/packaging aids.

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Operation Name: _____   **Date:** _____

► **Submit this form with your initial application** to describe nonorganic products or materials you plan to use. *Private label or brand owners who do not process products are not required to submit this form; send information about nonorganic materials to your certified co-packer.*

► CCOF will review all materials listed and provide you with a copy of your OSP Materials List listing approved materials.

► To add or remove materials after your initial application, update your OSP Materials List directly on MyCCOF.org or submit this form. CCOF may require additional information regarding materials you include on this form.

It is your responsibility to verify that all materials are allowed prior to use. Only materials included in your OSP Materials List may be used. This protects you and helps ensure you do not use noncompliant materials that will negatively affect your organic certification.

A. Nonorganic Processing Aids

► **List all nonorganic materials that directly contact organic products** (examples: gases, processing/packaging aids, fining agents, acids, filtration aids, wash water additives).

► Include specific product brand name, function, and manufacturer information.

► For each nonorganic material not previously approved by CCOF, submit a **Nonorganic Processing Material Affidavit** or **Natural Flavor Affidavit**. Search for approved materials on MyCCOF.org.

Brand Name	Manufacturer	General Material Name	Function *(ex: Filtration, wash water, leavening, acidulant, fermentation, etc.)*	CCOF Use Only
Example: CleanWash 456A	*Washed Waters, LLC*	*Peracetic acid*	*wash water additive*	

Nonorganic Processing Aids – NOP § 205.105; 205.605; 205.606: Nonorganic materials used in or on organic products must not be the product of GMOs or produced with the use of irradiation or sewage sludge and must comply with any additional annotations.

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NOP §205.105, 205.201, 205.271, 205.272, 205.601, 205.605, 205.606

**HANDLER MATERIALS APPLICATION
(OSP MATERIALS LIST)**

Find all forms at **www.ccof.org/documents**. Send completed forms to **inbox@ccof.org**.

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B. Equipment Sanitizers and Detergents/Cleaners

► Indicate materials used to clean and sanitize equipment and surfaces that organic products contact during receiving, handling, processing, transport, or storage, including grading or sampling equipment.

► Materials used in areas outside of organic handling do not need to be disclosed, such as employee hand sanitizers, foot baths, bathroom cleaners, or drain cleaners.

► If you are unsure which material category your cleaning and sanitation chemicals fall under, submit your material label(s) to CCOF and we will determine which category applies.

Material Category *Active Ingredient per product label*	Used?	Rinsed? (Yes/No)	Location or Surface Used On *(ex: processing lines, reused storage containers)*
Detergent, Soap, or Cleaner *Must rinse*	☐		
Chlorine (Calcium hypochlorite, Chlorine dioxide, Sodium hypochlorite, Hypochlorous acid – generated from electrolyzed water)	☐		
Peracetic acid/Peroxyacetic acid	☐		
Phosphoric Acid	☐		
Alcohol (Ethanol, Isopropanol) *Must air dry or rinse*	☐		
Citric Acid	☐		
Hydrogen Peroxide	☐		
Ozone	☐		
Quaternary Ammonium Sanitizer *Must rinse and test for zero residue*	☐		
Other or unknown *Attach label listing ingredients, rinse may be required:*	☐		

C. Boiler Chemicals

► List materials used in your boiler system, if applicable.

► For each boiler chemical not previously approved by CCOF, submit a material label or similar spec sheet that discloses composition. Additional information regarding volatility may be required. Search for approved materials on MyCCOF.org.

Boiler Chemical Brand Name	Manufacturer	Volatile? (Yes/No)	Shut off prior to organic? (Yes/No)
Example: Boilerchem 123	*The Boiler Pros, LLC*	*Yes*	*Yes - 24 hours before organic*

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HANDLER MATERIALS APPLICATION (OSP MATERIALS LIST)

NOP §205.105, 205.201, 205.271, 205.272, 205.601, 205.605, 205.606

Find all forms at **www.ccof.org/documents**. Send completed forms to **inbox@ccof.org**.

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D. Facility Pest Control Materials – National List

► National List Pest Control Materials may be used only if preventative practices and mechanical/physical controls are not sufficient to prevent or control pests.

► Only list materials that are used in organic production and/or organic storage areas.

► If you are unsure which material category your pest control chemicals fall under, submit your material label(s) to CCOF and we will determine which category applies.

National List Material Category	Used?	Location Used (ex: production room)	Applied by Fumigation/ Fogging/ Spray? (Yes/No)
Ammonium carbonate	☐		
Boric acid	☐		
Botanical pesticides	☐		
Carbon dioxide	☐		
Diatomaceous earth	☐		
Nitrogen gas	☐		
Nonsynthetic bait/lure/repellent	☐		
Pheromones	☐		
Pyrethrum/pyrethrins *Pyrethroids are synthetic and not included in this category, list pyrethroids in section E*	☐		
Sticky traps	☐		
Vitamin D3	☐		

E. Facility Pest Control Materials – Non-National List

► Non-National List Pest Control Materials may be used only if preventative practices, mechanical/physical controls, and National List materials are not sufficient to prevent or control pests. Justification for the use of non-National List Materials must be provided.

► Only list materials that are used in organic production and/or organic storage areas.

► Any pest control material that does not fit into one of the categories in table D above is considered a Non-National List material.

► If you are unsure which material category your pest control chemicals fall under, submit your material label(s) to CCOF and we will determine which category applies.

Non-National List Material	Location Used	Applied by Fumigation/ Fogging/ Spray? (Yes/No)
Example: MAX Fog Roach Killer	*ex: production room*	*Yes*

NOP §205.101, 205.201

CO-PACKER APPLICATION

Find all forms at www.ccof.org/resources. Send completed forms to inbox@ccof.org. Page 1 of 2

Operation Name: _____ **Date:** _____

► Complete this form if you co-pack organic products into another company's private label brand. You must send CCOF all organic labels you pack into, even if CCOF is not listed as the certifier on the label.

► Complete one **Co-Packer Application** for each private label brand owner.

► List the specific private label products you co-pack on **Product Application** (or **V2.1 Wine & Label Approval**, for wines).

► Ensure all suppliers are listed on **H2.0A Ingredient Suppliers**. Submit **H2.0B Product Formulation** for any new multi-ingredient product.

A. Owner of Private Label Brand (Company Name): _____

The brand owner is the legal entity that owns the commercial brand. Name the owner of the brand here, even if you are subcontracted by a different entity.

1) Brand names packed for this label owner: _____

2) Are you subcontracted by another operation to pack into these brands?

☐ No. Skip to section B.

☐ Yes. *Label may not identify the certifier of the subcontractor without written approval from the certifier for this use.*

a) If yes, name the operation you are subcontracted by: _____

B. Private Label Products

1) Is this private label brand owner certified organic for finished products you co-pack for them?

☐ No. Skip to question B2.

☐ Yes. Name certifier: _____

a) ☐ Certificate attached. Skip to question B4. *Certificate must list finished branded products you co-pack.*

2) Is the organic product enclosed in a sealed, tamper-evident container when you are finished co-packing it?
Tamper-evident packaging is packaging or a container that is sealed in a manner where an attempt to break the seal, access the contents, or reclose the package would be obvious.

☐ No, attach an **Exempt Handler Affidavit (EHA)** completed by the private label owner to describe their activities. *CCOF will determine if activities require certification.*

☐ Yes. Complete this section.

a) If yes, describe how packaging is sealed and tamper-evident or attach a photo of finished product:

☐ Photo attached.

3) Is the organic product in final retail labeling when you are finished co-packing it?

Retail label = Labels affixed to containers intended to be purchased and carried home by a consumer (retail purchaser).

☐ Yes

☐ No, attach an **Exempt Handler Affidavit (EHA)** completed by the private label owner to describe their activities. *CCOF will determine if activities require certification.*

4) Does the private label brand owner purchase ingredients you receive?

☐ No

☐ Yes. Private label brand owner is required to be certified, unless purchased ingredients are in sealed, tamper-evident, retail labeled packaging. *Certificate must list ingredients provided to you.*

☐ Not applicable, I am a grower who co-packs my own crops for the private label brand owner.

5) Does the private label brand owner ever take physical possession of ingredients used in the products you co-pack for them?

☐ No

☐ Yes, private label brand owner stores ingredients.

☐ Not applicable, I am a grower who co-packs my own crops for the private label brand owner.

a) If yes, are ingredients received/stored by brand owner in sealed and tamper-evident packaging?

☐ Yes, attach an **Exempt Handler Affidavit (EHA)** completed by the private label owner to describe the private label brand owner's storage activities. *CCOF will determine if certification is required.*

☐ No. Private label brand owner is required to be certified as storage facility.

NOP §205.101, 205.201

CO-PACKER APPLICATION

Find all forms at www.ccof.org/resources. Send completed forms to inbox@ccof.org.

Page 2 of 2

6) Is CCOF's name or seal used on the label in association with the private label brand owner?

☐ No. This form is complete. *Certification of the private label brand owner may be required, even if your operation name appears on the label.*

☐ Yes. Complete this section.

a) Private Label Owner Address: _____

Private Label Owner City, State, Zip: _____

Private Label Contact Name and Title: _____

Private Label Contact Email: _____

Private Label Contact Phone: _____

If approved, CCOF will send Notification to the private label brand owner that the CCOF name and/or seal may only be used on the products listed on your CCOF Client Profile, available on www.MyCCOF.org.

Use of CCOF Name and Seal: *The CCOF name and/or seal may be used on labels of non-CCOF certified private label owners/marketers provided that the product was grown or processed by CCOF certified operations. CCOF approval of the private label brand products does not constitute certification of the private label owner/marketer. CCOF Certified Operations must notify CCOF in advance of packing any new private label brand product. CCOF Certified Operations will be billed for the use of CCOF's name and/or seal on a private label product per the* ***CCOF Certification Services Program Manual****.*

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NOP §205.101, 205.105, 205.201, 205.270, 205.300-311, 205.404	**ORGANIC PRODUCTS**	**OSP SECTION:**	**H2.0**

Find all forms at **www.ccof.org/documents**. Send completed forms to **inbox@ccof.org**.   Page 1 of 2

Operation Name: _____   **Date:** _____

► Complete this form if you manufacture, process, label, or repack organic products or contract another certified operation to process and/or package organic products into your brand or label (private label brand owner).

- You may only use labels, ingredients, processing aids, suppliers, co-packers, and formulas approved by CCOF to produce organic products. Submit updates for pre-approval before using.
- Once certified, you are only approved to produce organic products listed on your CCOF client profile, available on **MyCCOF.org**. Pre-approval is required for new products; submit a **Product Application**. Approved products will also appear in USDA's Organic Integrity Database (Integrity).

A. Labels

1) Attach all labels for all organic products, including any labels with any reference to organic, and labels for export.

- If you use a template for labels, submit an example of each unique template with a description of what information changes.

Organic labeling guidelines including international labeling are available at www.ccof.org/labeling. Submit all revisions to CCOF for pre-approval prior to printing or using new labels.

☐ Attached

2) Do you use any nonretail containers (examples: boxes, bins, totes, bags, etc.) for shipping or storage of organic products?

- *Nonretail containers are any container used to ship or store organic products, other than containers used for retail sale. This includes temporary signage applied to unpackaged product during shipping and storage.*
- *Nonretail containers must identify product as organic (not required if container holds product packaged for retail sale with organic status visible through the nonretail container).*
- *Nonretail containers must display product lot number, shipping identification, or other unique information that links the container to audit trail documentation.*

☐ Not applicable, no nonretail containers used.

☐ Yes. Nonretail labels attached, indicate where lot number will appear. If you use a template for labels, submit an example of each unique template with a description of what information changes.

B. Private label brand owner

1) Are you a **private label brand owner** who contracts an independently certified co-packer to produce your branded products?

☐ Not applicable, not working with co-packers. Skip to section C.

☐ Yes, attach organic certificates for all **co-packers** who produce products for you at their facility.   ☐ Attached

Certificates for co-packed products must list specific branded products.

2) List co-packers below or attach a list with this information. Also list co-packers on your **Product Application**.   ☐ List Attached

Co-packer Facility Name	Facility Address	Type of co-packing, select all that apply
		☐ Co-packing at a facility ☐ Field packing on farm ☐ Other, describe:
		☐ Co-packing at a facility ☐ Field packing on farm ☐ Other, describe:
		☐ Co-packing at a facility ☐ Field packing on farm ☐ Other, describe:

3) As a **private label brand owner**, do you source ingredients for co-packers?

☐ No, co-packer sources ingredients.   ☐ Yes, I source ingredients for co-packers.

a) If sourcing ingredients, select all that apply:

☐ I select suppliers. Co-packer purchases ingredients directly from supplier. *Co-packer must maintain supplier certificates. Ingredients will not be listed on your organic certificate unless you select additional options.*

☐ I purchase ingredients. ***H2.6 Broker Suppliers*** required for organic ingredients, CCOF will list your organic ingredients on your organic certificate.

☐ I take physical possession of ingredients for storage and ship them to my co-packer. ***H2.6 Broker Suppliers*** required for organic ingredients, CCOF will list your organic ingredients on your organic certificate.

☐ Live animals – I purchase or take physical possession of live animals. ***L6.1 Livestock Suppliers*** required.

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☐ Other, describe: _____

4) If you take physical possession of ingredients or finished products, are all ingredients/ finished products in sealed, tamper-evident packaging and remain in the same packaging? Select all that apply.

Tamper-evident packaging is packaging or a container that is sealed in a manner where an attempt to break the seal, access the contents, or reclose the package would be obvious.

☐ Not applicable, not taking physical possession.

☐ Ingredients/ finished products are not in sealed and tamper-evident packaging. Attach **H2.3 Organic Facility** and **H4.0 Organic Practices** for each location. *Storage facility inspection required.*

☐ Ingredients/ finished products are in sealed and tamper-evident packaging. Attach an **Exempt Handler Affidavit (EHA)**. *Storage facility inspection not required.*

C. Formulas

1) For ingredients and processing aid materials listed on your **H2.0A Ingredient Suppliers** and **Handler Materials Application (OSP Materials List)**, do you source the ingredients and materials?

☐ Yes, I source.

☐ No, another operation sources. *That operation's certificate must list ingredients provided to you.*

☐ Not applicable, I am a private label brand owner working with a co-packer.

     a) If no, indicate who sources: _____

2) For formulas listed on **H2.0B Product Formulation Sheet(s)**, do you control recipes, i.e. own or manage recipes?

Changes to formulas must be pre-approved by CCOF. H2.0B form not required for private label brand owner working with a co-packer; only co-packer is required to submit formula. Private label brand owner must instead submit an ingredient statement from the manufacturer to compare to your label.

☐ Yes   ☐ No   ☐ Some

☐ Not applicable, single ingredient products only.

☐ Not applicable, I am a private label brand owner working with a co-packer.

3) For finished products labeled "Organic" containing **nonorganic** ingredients listed on NOP § 205.606 or 205.605 (if commercial availability is noted in 205.605), attach an **H2.7 Commercial Availability** form for each nonorganic ingredient. Examples: flavors, colors, yeast.

You must continually search for organic versions on an annual basis.

☐ Attached

☐ Not applicable, no nonorganic agricultural ingredients.

☐ Not applicable, I am a private label brand owner working with a co-packer. *Co-packer is responsible for organic search.*

D. Storage Facilities

1) If any off-site facilities are used to store organic ingredients or products, complete this table, or attach a list with this information.

☐ Not applicable, no off-site storage   ☐ List Attached

Storage Facility Name & Address	Ingredients/Products Stored	Documentation
		☐ OC* ☐ EHA**
		☐ OC* ☐ EHA**
		☐ OC* ☐ EHA**
		☐ OC* ☐ EHA**

*Attach the Organic Certificate (OC) for each certified storage facility listed above. *You must request updated certificates annually.*

For any uncertified facilities listed above, attach a CCOF **Exempt Handler Affidavit (EHA). EHA must be completed by the uncertified storage facility manager. *Product must be enclosed in sealed, tamper-evident packages or containers when received by the storage facility and must remain in those packages or containers throughout storage. In addition, the facility may not handle the product in any way other than storage. CCOF will review the EHA and notify you if certification of the storage facility is required.*

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NOP §205.101, 205.105, 205.201, 205.301, 205.404

INGREDIENT SUPPLIERS

OSP SECTION: **H2.0 A**

Find all forms at **www.ccof.org/documents**. Send completed forms to **inbox@ccof.org**.

Page 1 of 1

Operation Name: _____   **Date:** _____

▶ List all suppliers and ingredients used in organic products, including "work in process" ingredients made in house.

1. Attach organic certificates for all certified suppliers. ☐ Certificates attached

   Certificates must be dated within the last 15 months and must list the specific ingredient you use. For USDA NOP certified suppliers, refer to Organic Integrity –Database (Integrity) for overall certification status. Product listings may need to be requested separately from the supplier. Be prepared to demonstrate your certificate management system at inspection.

2. For any uncertified supplier of organic ingredients, list both the uncertified supplier and the certified supplier in the Supplier column. Attach an **Exempt Handler Affidavit (EHA)** for each uncertified supplier. *Product must be enclosed in sealed, tamper-evident retail packaging when acquired by the supplier and must remain in that packaging while under the supplier's control. CCOF will review the EHA and notify you if certification of the supplier is required.* ☐ EHA attached

3. For each multi-ingredient ingredient, submit an ingredient statement from the manufacturer to compare to your label. ☐ Ingredient statement attached

▶ An **Excel version** of this document is available at www.ccof.org/documents or by contacting CCOF.

▶ Update this master list as you add and remove suppliers. Highlight <mark>new suppliers or products in yellow</mark> and <mark>removed suppliers or products in blue</mark> to simplify updates.

▶ List all **nonorganic processing aids, sanitizers, and packaging aids** that contact organic products on your **Handler Materials Application (OSP Materials List)**, not this form. For each nonorganic ingredient or processing aid not previously approved by CCOF, submit a **Nonorganic Processing Material Affidavit** or **Natural Flavor Affidavit**. *Private label brand owners who do not manufacture are not required to submit nonorganic ingredients or processing aids for review.*

Supplier	Ingredient Name *List one ingredient per line, match organic certificate, include brand name if any*	Organic Ingredient? *(Yes, No)*	Do you import[1] this product? *(Yes, No)*	Date Added to H2.0A	Certifier *Optional, for your use*	CCOF Use Only
Ex: XYZ Juice Supply	*Ex: apple juice concentrate*	Yes	Yes	7/15/2020	CCOF	

[1] Imports – Indicate Yes if you are the importer of record. Indicate No if you are not the importer of record. Examples - If you purchase from an importer, indicate No and list the importer in the Supplier column. If you purchase imported products and the importer does not take title, indicate No and list the seller in the Supplier column (not the importer). If your supplier purchases imported products, indicate No; you are not required to know the identity of the importer. "Importer of record" = the owner, purchaser, consignee, or authorized Customs broker of imported products coming into the United States.

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Operation Name: _____ **Date:** _____

► Use this form for each multi-ingredient product you manufacture. *Private label brand owners who do not process products are not required to complete this form; submit an ingredient statement from the manufacturer. Wineries complete* **V2.0 Organic Winery** *and* **V2.1 Wine & Label Approval***, not this form. Livestock feed producers are not required to submit all formulations, only a sample.*

► An **Excel version** of this document is available online or by contacting CCOF. Complete one H2.0B form for each product formula.

► See formulas below headers to guide calculations. Weight or fluid volume unit of measurement must be the same for each ingredient, e.g. grams.

► If you are unclear on the % organic content of an ingredient (B), contact the supplier's organic certifier to request confirmation.

► For each nonorganic ingredient or processing aid not previously approved by CCOF, submit a **Nonorganic Processing Material Affidavit** or **Natural Flavor Affidavit**. Search for approved materials on **MyCCOF.org**.

Product Name: _____

Label Brand Name(s): _____

Ingredient/Processing Aid *As listed on H2.0A Ingredient Suppliers list* *Do not list salt or water*	Quantity (A)	Weight, %, or fluid volume	% Organic Content of Ingredient (B)	Ingredient's Org. Contribution to Product (C) = (A) x (B)
Ex: chocolate chips	*20*	*grams*	*95%*	*19 = (20x0.95)*

Total of non-salt and water contents (D): *Total of column (A)*			Organic Contribution (G): **Total of column (C)**	
Quantity Salt (E):				
Quantity Water (F):			**Total Organic %:** **Divide (G)/(D)**	
Total Ingredient Quantity: **Add up (D), (E) and (F)**				

Round down to nearest whole number
"Organic" must be >95% organic
"Made with Organic" must be >70% organic

List processing aids* used that do not contribute to weight or fluid volume (ex: Carbon Dioxide, Chlorine in wash water). Processing aids that contribute to weight or volume must be listed in the table above. *Only ingredients and materials approved by CCOF and appearing on your* **Handler Materials Application (OSP Materials List)** *may be used*:

***Products labeled "100% Organic" must be produced without nonorganic processing aids, sanitizers or gases.**

NOP §205.101, 205.105, 205.201, 205.237, 205.306, 205.603

LIVESTOCK FEED

OSP SECTION: **H2.2**

Find all forms at **www.ccof.org/documents**. Send completed forms to **inbox@ccof.org**.

Page 1 of 2

Operation Name: _____ **Date:** _____

► Complete this form if you produce, mill, or blend products sold as livestock feed or livestock feed premixes.

A. Product Composition

- All agricultural ingredients in organic livestock feed must be organic.
- You may only use ingredients, nonorganic additives, processing aids, and suppliers approved by CCOF to produce organic products. Submit updates for pre-approval before using.
- You must maintain current organic certificates for all suppliers, contracted co-packers, certified private label brand owners, and any other certified organic operation you work with.

1) For ingredients and processing aid materials listed on your **H2.0A Ingredient Suppliers** and **Handler Materials Application (OSP Materials List)**, do you source the ingredients and materials?

   ☐ Yes, I source.

   ☐ No, another operation sources. *That operation's certificate must list ingredients provided to you.*

   a) If no, indicate who sources ingredients or materials: _____

2) How can you demonstrate that only organic agricultural ingredients and approved nonorganic materials were used and any National List restrictions on usage rates are met in each lot produced?
   Records must be available at inspection.

   ☐ Maintain batch/production records showing identity and quantity of each ingredient in each lot.

   ☐ Other (describe): _____

3) Do you purchase or receive organic products from uncertified brokers, traders, wholesalers, or distributors?
   Sourcing through uncertified handlers requires additional audit trail verification at inspection and will incur additional fees. Only suppliers of retail labeled product in sealed and tamper-evident packaging are exempt. All importers must be certified.

   ☐ No

   ☐ Yes. Attach an **Exempt Handler Affidavit (EHA)** for each uncertified supplier of organic ingredients. CCOF will review the EHA to determine if certification is required.

   a) If yes, how will you ensure that only certified suppliers are used by the uncertified handler? Check all that apply.

   Your OSP must list all certified suppliers, including products sourced through uncertified handlers. Audit trail records must link directly back to the last certified operation.

   ☐ I do not place an order until certified supplier is identified by uncertified handler, I have determined the organic certificate is legitimate and complete, and new suppliers are approved by CCOF.

   ☐ For any delivery that cannot be traced back to the certified supplier, I refuse or hold shipment until the certified supplier is verified.

   ☐ Other (describe): _____

B. Livestock Feed Labels

- Packaged livestock feed products must include the statement "Certified organic by CCOF" or similar phrase beneath the name of the handler or distributor and must comply with other Federal and State feed labeling requirements.
- You may only use labels approved by CCOF. Submit all revisions for pre-approval before printing.

1) Attach labels for organic products sold direct-to-consumers. For labels with a standard format, attach sample labels showing your template. For bulk (no label), attach pictures or copies of the temporary signage used to identify the product as organic and traceability information that can be used to link the product to the audit trail documents.
   ☐ Attached

2) Describe how finished products are labeled if shipped in nonretail unpackaged form (i.e. railcar, truck, tote, etc.). *Bulk shipments of nonretail unpackaged product must list "Certified Organic by CCOF" on title transfer documents and the product itself must be labeled with organic status and traceability information linking back to the audit trail documents such as lot number. Temporary signage with this information is allowed for unpackaged nonretail product.*

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3) Do you use any nonretail containers (examples: boxes, bins, totes, bags, etc.) for shipping or storage of organic products, including temporary signage applied to unpackaged product during shipping and storage?

- *Nonretail containers are any container used to ship or store organic products, other than containers used for retail sale.*
- *Nonretail containers must identify product as organic (not required if container holds product packaged for retail sale with organic status identification visible on the retail label).*
- *Nonretail containers must display product lot number, shipping identification, or other unique information that links the container to audit trail documentation.*

☐ Not applicable, no nonretail containers used.

☐ Yes. Nonretail labels attached, indicate where lot number will appear. If you use a template for labels, submit an example of each unique template with a description of what information changes.

C. Storage Facilities

1) If off-site facilities are used to store organic ingredients or products, complete this table or attach a list with this information.

☐ Not applicable, no off-site storage ☐ List Attached

Storage Facility Name & Location	Ingredients/Products Stored	Documentation
		☐ *OC** ☐ *EHA***
		☐ *OC** ☐ *EHA***
		☐ *OC** ☐ *EHA***
		☐ *OC** ☐ *EHA***

*Attach the Organic Certificate (OC) for each certified storage facility listed above. *You must request updated certificates annually.*

For any uncertified facilities listed above, attach a CCOF **Exempt Handler Affidavit (EHA). EHA must be completed by the uncertified storage facility manager. *Product must be enclosed in sealed, tamper-evident packages or containers when received by the storage facility and must remain in those packages or containers throughout storage. In addition, the facility may not handle the product in any way other than storage. CCOF will review the EHA and notify you if certification of the storage facility is required.*

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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**.

A. General Information

1) Facility Name: _____

    Facility Federal
Tax ID#: _____

2) Does the operation applying for certification (check one):

    ☐ Own this facility   ☐ Lease this facility

    Only facilities that you lease or wholly own can be included in your certification. Facilities that you do not lease or wholly own must apply for separate certification.

3) 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: _____

4) Is facility information requested below in this section identical to the physical location address provided on your **CCOF Certification Contract**?

    ☐ Yes. Skip to section B   ☐ No

5) Site Address: _____ City: _____

    State/Province: _____ Zip/Postal Code: _____ Country: _____

6) Each facility located in California must register with the state prior to first sale   ☐ Not applicable, not located in California

    a) CDPH (processing) or CDFA (grower, post-harvest handling, produce broker) registration number: _____

7) Contact (Name/Title): _____

8) Phone: _____

9) Email: _____

10) Is this facility currently certified organic by another certifier?

    ☐ No   ☐ Yes, provide name of certifier: _____

11) 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: _____

a) Was this facility's organic certification ever suspended or revoked?	☐ Yes ☐ No
b) Was any person responsibly connected to this facility ever suspended or revoked?	☐ Yes ☐ No
c) Did the facility surrender its certification with outstanding noncompliances or conditions?	☐ Yes ☐ No
d) Was the facility's application for organic certification ever issued a denial?	☐ Yes ☐ No
e) Did the facility withdraw its application for certification with outstanding noncompliances?	☐ Yes ☐ No

12) If you answered yes to 11 a, b, c, d, or e above, please list the years and organic certification 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

NOP §205.201, 205.270, 205.272

ORGANIC FACILITY

OSP SECTION: H2.3

Find all forms at www.ccof.org/documents. Send completed forms to inbox@ccof.org.

Page 2 of 2

B. Facility Activities, Site Plan and Product Flow

1) Processing or handling activities, ex: baking, cooling: _____

2) 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

3) 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.*

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NOP§ 205.101, 205.105, 205.201

ORGANIC SERVICES

OSP SECTION: **H2.4**

Find all forms at **www.ccof.org/documents**. Send completed forms to **inbox@ccof.org**.

Page 1 of 2

Operation Name: _____ **Date:** _____

► Complete this form only if you provide organic services for other operations that are not already described in H2.0 Organic Products or H2.5 Brokered Products. This includes processing or handling services for organic product that you do not own or take title to or if you provide fee for service processing.

A. General Information

1) Describe specific services you provide (ex: nut hulling, cooling, transloading). Services may be added to your CCOF Client Profile.

2) Does your service include formulating or processing multi-ingredient products?

☐ Yes. Stop, do not complete this form. Complete **H2.0 Organic Products**, **Product Application**, **H2.0A Ingredient Suppliers**, and **H2.0B Product Formulation**.

☐ No. Complete this form.

B. Products

1) List all nonorganic materials that directly contact organic products on your **Handler Materials Application (OSP Materials List)**; e.g. processing aids, packaging aids, gases, wash water additives.

   Only materials included on your Handler Materials Application (OSP Materials List) may be used. It is your responsibility to verify that all materials are allowed before you use them.

   ☐ Attached   ☐ Not applicable, no materials used

2) Do you purchase or supply ingredients as part of your service?

   ☐ Yes   ☐ No   ☐ Sometimes

   a) If sometimes, please explain:

   b) If yes or sometimes, complete **H2.0 Organic Products**, **Product Application**, and **H2.0A Ingredient Suppliers**, and skip to section C of this form.   ☐ Attached

   c) If no, how do you verify that incoming customer products are certified organic? Select all that apply.

   Your inspector will verify that you maintain current organic certificates for your customers and that certificates list the products or parcels represented as organic.

   ☐ Request CCOF approval of each new customer prior to accepting or handling any organic shipments and verify that product or parcel is listed on certificate prior to providing service.

   ☐ Request a current organic certificate with each incoming shipment and verify that product or parcel is listed on certificate prior to providing service.

   ☐ Request a current organic certificate annually and verify that product or parcel is listed on certificate prior to providing service.

   ☐ Other (describe):

3) Do uncertified operations use your services for organic products?

   Providing services to uncertified handlers requires additional audit trail verification at inspection.

   ☐ No   ☐ Yes, attach an **Exempt Handler Affidavit** (EHA) for each uncertified handler. CCOF will review to determine if certification is required.

C. Labels

1) Do you label products or repack products into other packaging that displays organic claims?

   ☐ Yes   ☐ No   ☐ Sometimes   ☐ Not applicable, no package

   a) If sometimes, please explain:

   b) If yes or sometimes, complete the **Product Application** and attach label(s).   ☐ Attached

   Labels must be pre-approved by CCOF prior to use, even if you do not design or control them.

| NOP§ 205.101, 205.105, 205.201 | ORGANIC SERVICES | OSP SECTION: | H2.4 |

Find all forms at www.ccof.org/documents. Send completed forms to inbox@ccof.org.   Page 2 of 2

2) Do you use any nonretail containers (examples: boxes, bins, totes, bags, etc.) for shipping or storage of organic products?

- *Nonretail containers are any container used to ship or store organic products, other than containers used for retail sale. This includes temporary signage applied to unpackaged product during shipping and storage.*
- *Nonretail containers must identify product as organic (not required if container holds product packaged for retail sale with organic status identification visible through the nonretail container).*
- *Nonretail containers must display product lot number, shipping identification, or other unique information that links the container to audit trail documentation.*

☐ Not applicable, no nonretail containers used.

☐ Yes. Nonretail labels attached, indicate where lot number will appear. If you use a template for labels, submit an example of each unique template with a description of what information changes.

D. Storage Facilities

1) If off-site facilities are used to store organic ingredients or products, complete this table or attach a list with this information.

☐ Not applicable, no off-site storage   ☐ List Attached

Storage Facility Name & Location	Ingredients/Products Stored	Documentation
		☐ *OC* ☐ *EHA**
		☐ *OC* ☐ *EHA**
		☐ *OC* ☐ *EHA**
		☐ *OC* ☐ *EHA**

*Attach the Organic Certificate (OC) for each certified storage facility listed above.

For any uncertified facilities listed above, attach a CCOF **Exempt Handler Affidavit (EHA). EHA must be completed by the uncertified storage facility manager. *Product must be enclosed in sealed, tamper-evident packages or containers when received by the storage facility and must remain in those packages or containers throughout storage. In addition, the facility may not handle the product in any way other than storage. CCOF will review the EHA and notify you if certification of the storage facility is required*.

Operation Name: _____   **Date:** _____

► Complete this form if you are a broker, trader, wholesaler, distributor, or importer of organic products that you do not process, repack, or relabel. If you process, repack, or relabel, complete the **H2.0 Organic Products** instead.

A. Activities

1) Select all that describe your activities:

☐ Broker ☐ Trader ☐ Wholesaler ☐ Distributor

☐ Importer of packaged product (e.g.: retail packaging, produce boxes, drums)

☐ Importer of unpackaged product in shipping containers or totes

☐ Importer of unpackaged product in bulk vessels

☐ Importer of wine labeled for retail

☐ I take title to products ☐ I take physical possession of products ☐ I drop ship products to customers directly from suppliers

☐ I arrange sales between buyers and sellers without taking title or possession

☐ Exclusive sales agent for (operation name): _____

☐ Other (describe): _____

2) Are you a private label brand owner and the products you sell are labeled with your brand name?

☐ No, I am not a brand owner. ☐ Yes, I am a brand owner.

   a) If yes, are you seeking certification for your private label brand?

     ☐ Yes. Attach **Product Application** & **H2.0 Organic Products**.

     ☐ No. Attach an **Exempt Handler Affidavit (EHA)** describing private label owner activities only (not brokering/importing activities). *CCOF will determine if activities require certification.*

B. Harvest and Transportation

1) Do you harvest organic crops and/or contract out harvest of organic crops?

Organic certificates must list harvested parcels. Records must list harvested parcels and show that harvest equipment is cleaned or purged.

☐ No ☐ Yes. Complete sections A & B on **G6.1 Harvest & Transport**

2) Do you work with any of the following uncertified operations: transporters, transloaders, logistics brokers, or freight forwarders?

☐ Yes ☐ No, transporters, transloaders, logistics brokers, and freight forwarders are certified organic

   a) If yes, do any transporters, transloaders, logistics brokers, or freight forwarders do any of the activities listed below:

     ☐ No additional handling

     *If any of the following are checked, certification of the transporter is required. See the **Exempt Handler Affidavit** (EHA) for more details on activities performed by transporters that may require certification.*

     ☐ Enclose, or open packages or containers ☐ Relabel, repack, or package

     ☐ Sort, recondition, cull, ice, hydro cool, hydro vacuum ☐ Treat or wash organic products

     ☐ Other handling (describe): _____

3) Are any products unpackaged (ex: tankers, railcars, vessel cargo holds)?

☐ No ☐ Yes

All facilities where unpackaged products are transferred from the transportation vehicle into storage must be certified organic, list storage facilities in section C below.

   a) If yes, do transporters combine, split, or containerize products?

     If transporters combine, split, or containerize on your behalf, this activity must be described in your OSP or the transporter must be certified.

     ☐ No ☐ Yes, describe: _____

4) How do you ensure contamination was prevented during transport, both incoming and outgoing (e.g. prevent contact with sanitizer residue, gases, liquids)? Select all that apply.

You must request and maintain transporter records. Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Clean truck affidavit ☐ Cleaning and sanitizing material records ☐ Certified supplier provides documentation

☐ Truck cleaning procedures ☐ Wash tags ☐ Tanker Seals ☐ Marine Surveyor report for vessel cargo hold

☐ Other (describe): _____

5) How do you ensure organic products are not commingled with nonorganic during transport, both incoming and outgoing? Select all that apply.

You must request and maintain transporter records. Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Not applicable, only source certified organic products

☐ Distinctly labeled or marked containers   ☐ Closed containers   ☐ Transported at different times   ☐ Visually distinct

☐ Shipped on separate, marked vehicles   ☐ Shipped from separate destinations

☐ Other (describe): _____

C. Storage Facilities

1) If you take physical possession of products at a facility that you lease or own, are all products in sealed, tamper-evident packaging and remain in the same packaging? Select all that apply.

Tamper-evident packaging is packaging or a container that is sealed in a manner where an attempt to break the seal, access the contents, or reclose the package would be obvious.

☐ Not applicable, not taking physical possession.

☐ Products are not in sealed and tamper-evident packaging. Attach **H2.3 Organic Facility** and **H4.0 Organic Practices** for each location. *Storage facility inspection is required.*

☐ Products are in sealed and tamper-evident packaging. Attach an **Exempt Handler Affidavit (EHA)**. *Storage facility inspection not required.*

2) If off-site facilities that you do not lease or own are used to store organic products, complete this table, or attach a list with this information.

☐ Not applicable, no off-site storage   ☐ List Attached

Storage Facility Name & Location	Ingredients/Products Stored	Documentation
		☐ OC* ☐ EHA**
		☐ OC* ☐ EHA**
		☐ OC* ☐ EHA**
		☐ OC* ☐ EHA**
		☐ OC* ☐ EHA**

*Attach the Organic Certificate (OC) for each certified storage facility listed above. *You must request updated certificates annually.*

For any uncertified facilities listed above, attach a CCOF **Exempt Handler Affidavit (EHA). EHA must be completed by the uncertified storage facility manager. *Product must be enclosed in sealed, tamper-evident packages or containers when received by the storage facility and must remain in those packages or containers throughout storage. In addition, the facility may not handle the product in any way other than storage. CCOF will review the EHA and notify you if certification of the storage facility is required*.

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NOP §205.101, 205.105, 205.201, 205.300, 205.301, 205.404

BROKER SUPPLIERS

OSP SECTION: **H2.6**

Find all forms at **www.ccof.org/documents**. Send completed forms to **inbox@ccof.org**.

Page 1 of 1

Operation Name: _____ **Date:** _____

► Complete this table if you are a broker, trader, wholesaler, distributor, or importer of organic products that you do not process, repack, or relabel.

► Also complete this table if you are a private label owner who purchases or stores ingredients that are sent to your co-packer.

► List your organic suppliers and products in the table below. An **Excel version** of this document is available online or by contacting CCOF.

► Once you are certified, you are only approved to sell the organic products listed on your CCOF Client Profile, available on **MyCCOF.org**.

  Product name and brand name (if any) will appear on your CCOF Client Profile (certificate addendum); product name will appear in Organic Integrity Database (Integrity). CCOF reserves the right to modify product listings to reflect naming conventions.

► Update this table as you add new suppliers. Highlight new suppliers or products in yellow and removed suppliers or products in blue to simplify updates.

  1. Attach organic certificates for all certified suppliers. ☐ Certificates attached

    Certificates must be dated within the last 15 months and must list the specific product you source. For USDA NOP certified suppliers, refer to Organic Integrity Database (Integrity) for overall certification status. Product listings may need to be requested separately from the supplier. Be prepared to demonstrate your certificate management system at inspection.

  2. For any uncertified supplier, list both the uncertified supplier and the certified supplier in the Supplier column. Attach a **Exempt Handler Affidavit (EHA)** for each uncertified supplier. *Products must be enclosed in sealed, tamper-evident retail packaging when acquired by the supplier and must remain in that packaging while under the supplier's control. CCOF will review the EHA and notify you if certification of the supplier is required.* ☐ EHA attached

Supplier	Product Name *List one product per line, match organic certificate, include brand name if any*	Packaging Form *Retail[1] Nonretail[2] Unpackaged*	USA product claim *Made w/ organic[3] Organic 100% Organic[4]*	Do you import[5] this product? *(Yes, No)*	Export Market *International market you export to*	CCOF approved?
Ex: XYZ Juice Supply	*Ex: apple juice – Appleton brand*	☐Retail[1] ☒Nonretail[2] ☐Unpackaged	☐Made w/ organic[3] ☒Organic ☐100% Organic[4]	Yes	*Ex: Canada, EU, Mexico*	
		☐Retail[1] ☐Nonretail[2] ☐Unpackaged	☐Made w/ organic[3] ☐Organic ☐100% Organic[4]			
		☐Retail[1] ☐Nonretail[2] ☐Unpackaged	☐Made w/ organic[3] ☐Organic ☐100% Organic[4]			
		☐Retail[1] ☐Nonretail[2] ☐Unpackaged	☐Made w/ organic[3] ☐Organic ☐100% Organic[4]			
		☐Retail[1] ☐Nonretail[2] ☐Unpackaged	☐Made w/ organic[3] ☐Organic ☐100% Organic[4]			

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[1] Retail = Containers intended to be purchased and carried home by a consumer (retail purchaser). Refer to NOP 205.303-311 for labeling requirements.

[2] Nonretail = Any container used to ship or store organic products, other than containers used for retail sale of the product. Must identify product as organic and display product lot number, shipping identification, or other unique information that links the container to audit trail documentation.

[3] "Made with organic" is only allowed in USA and Mexico.

[4] "100% Organic" is only allowed in USA and Mexico. Products labeled 100% Organic must be listed as 100% organic on the supplier's organic certificate.

[5] Imports – Indicate Yes if you are the importer of record. Indicate No if you are not the importer of record. Examples - If you purchase from an importer, indicate No and list the importer in the Supplier column. If you purchase imported products and the importer does not take title, indicate No and list the seller in the Supplier column (not the importer). If your supplier purchases imported products, indicate No; you are not required to know the identity of the importer. "Importer of record" = the owner, purchaser, consignee, or authorized Customs broker of imported products coming into the United States.

Operation Name: _____   **Date:** _____

*Nonorganic ingredients are allowed in products labeled "Organic" only when organic forms are not commercially available, and the ingredient appears on the National List §205.605/ 205.606, and other technical criteria are met (per **Nonorganic Processing Material Affidavit**). If an organic version is commercially available, you must use it. Cost cannot be a factor in determining commercial availability.*

Commercially available – "The ability to obtain a production input in an appropriate form, quality, or quantity to fulfill an essential function".

► Complete one H2.7 form for each 205.606 National List nonorganic agricultural ingredient used in products labeled "Organic" or other material requiring commercial unavailability documentation; ex: yeast, flavors, silicon dioxide, collagen gel casing, colors, gums, gelatin, carnauba wax, and more. You are required to search for organic ingredients at least on an annual basis. You may create a spreadsheet to track this information if you source multiple ingredients.

A. Organic Ingredient Search

1) Nonorganic ingredient: _____

2) Used in the following "Organic" product(s): _____

3) Describe your search (potential suppliers, dates, search methods).

   You must contact at least three potential organic sources and use resources such as the USDA Organic Integrity Database, or explain why this search is not possible. If an organic version is commercially available, you must use it. Cost cannot be a factor in determining commercial availability.

4) Which of the following makes this product unavailable organically? Check all that apply.

   ☐ Form   ☐ Quality   ☐ Quantity   ☐ Essential Function

   a)   Explain your answer using specific details.

B. Ongoing Annual Monitoring Plan

1) Describe your ongoing plan to find an organic ingredient and attach records that will be used to document your search and any product testing.   ☐ Attached

   You must contact at least three manufacturers annually and use resources such as the USDA Organic Integrity Database. Records or documents of continued efforts to locate an organic source will be reviewed at your annual inspections.

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NOP §205.101, 205.103, 205.105, 205.201, 205.236-242

TEMPORARY LIVESTOCK MANAGEMENT

OSP SECTION: H2.8

Find all forms at **www.ccof.org/resources**. Send completed forms to **inbox@ccof.org**.

Page 1 of 6

Operation Name: _____   **Date:** _____

All certified organic livestock handling operations must have an Organic System Plan that describes practices and procedures to be performed that cover all applicable organic livestock regulations including NOP § 205.236 through NOP § 205.242.

► This form is required for the following operations:

- Operations that hold or manage organic animals for less than one week (e.g., brokers, auction facilities, slaughter facilities). If animals are held or managed for more than one week, the operation must be certified for livestock management and fill out the complete **Livestock OSP**.
- Operations that facilitate sale or trade of live animals on behalf of a seller or oneself who do not take physical possession of organic animals (e.g., brokers, brand owners, video auction yards).
- Operations that provide custom management services for live animals such as arranging transport or slaughter and ensuring audit trail documentation moves with the live animals to the next operation in the supply chain.

A. Operation Description

1) Describe the primary function of your operation. Select all that apply:
   ☐ Slaughter facility   ☐ Temporary boarding facility   ☐ Broker of live animals   ☐ Auction barn/yard
   ☐ Custom management of live animals   ☐ Brand owner
   ☐ Other: _____

2) What types of activities do you perform? Select all that apply:
   ☐ I sell live animals   ☐ I purchase live animals   ☐ I take ownership of live animals
   ☐ I take physical possession of live animals
   ☐ I offer custom management for live animals such as arranging transport and ensuring audit trail documentation moves with the live animals to the next operation in the supply chain.
   ☐ Other: _____

3) Select all types of livestock your operation handles:
   ☐ Organic slaughter eligible livestock   ☐ Nonorganic livestock   ☐ Organic livestock that are not eligible for organic slaughter
   ☐ Beef Cattle   ☐ Dairy Cattle   ☐ Swine   ☐ Poultry   ☐ Sheep   ☐ Other: _____

B. Incoming Animals

1) Do you slaughter, buy, broker, physically receive, custom manage, or contract the production of organic livestock?
   ☐ No   ☐ Yes, complete **L6.1 Livestock Suppliers**.
   You must notify CCOF of new suppliers quarterly at minimum. If your certificate management system is insufficient, more frequent updates will be required.

2) How do you verify that mammals were managed organically since the last third of gestation? Select all that apply.
   Animals for slaughter must be under continuous organic management from the last third of gestation. NOP § 205.236.
   ☐ Organic certificate showing **all** mammals as organic from last third of gestation.
   ☐ Organic certificate showing **some** mammals as organic from last third of gestation and **Ruminant Animal Attestation** showing the IDs for animals that are organic from last third of gestation.
   ☐ Statement from supplier's certifier that mammals are organic from last third of gestation.
   ☐ Not applicable, do not handle mammals.
   ☐ Other: _____

3) How do you verify that poultry were managed organically since their second day of life?
   Poultry must be under continuous organic management since 2nd day of life. NOP § 205.236.
   ☐ Organic certificate showing all poultry managed organically since second day of life.
   ☐ Not applicable, do not handle poultry.

4) How do you verify that mammals have never been treated with synthetic parasiticides?
   Animals for slaughter must not have been given synthetic de-wormers including fenbendazole or moxidectin. NOP § 205.238
   ☐ Supplier affidavit required with each shipment showing the IDs for animals that have never been treated with synthetic parasiticides.
   *Suppliers may provide the **Ruminant Animal Attestation** or equivalent documentation.*
   ☐ Not applicable, do not handle mammals.
   ☐ Other: _____

| NOP §205.101, 205.103, 205.105, 205.201, 205.236-242 | **TEMPORARY LIVESTOCK MANAGEMENT** | **OSP SECTION:** | **H2.8** |

Find all forms at **www.ccof.org/resources**. Send completed forms to **inbox@ccof.org**.   Page 2 of 6

5) What forms of identification arrive with incoming animals that can be used to trace the animal and verify their organic eligibility? Select all that apply.

☐ Ear tags ☐ Neck tags ☐ Ear notching ☐ Brand ☐ Group/flock ID number ☐ Purchase date ☐ Leg bands

☐ Visual identification (describe): _____

☐ Other (describe): _____

6) If an animal arrives without sufficient documentation or identification to confirm slaughter eligibility and/or organic status, how do you ensure the animal is not marketed, sold, or processed as organic? Select all that apply.
Documents must be reviewed at the time the animal is received to determine if there is sufficient ID and documentation prior to organic processing. Audit trail and production records tied to these animals will be reviewed at inspections to confirm that your system is sufficient.

☐ IDs of incoming animals are confirmed to match IDs on accompanying documents.

☐ Animals lacking sufficient ID & documentation are diverted to nonorganic production.

☐ Animals lacking sufficient ID & documentation are not accepted.

7) In rare cases, animals arriving without sufficient ID or documentation can have organic status and/or organic slaughter eligibility status verified through supplementary audit trail records and documentation. Verification must occur **before** processing as organic.

If you accept animals without sufficient ID or documentation for organic processing, attach a description of your system and provide an example of supplementary records and audit trail documents that will be collected to establish organic status and/or organic slaughter eligibility.
Audit trail and production records tied to these animals will be reviewed at inspections to confirm that your system is sufficient.

☐ Not applicable, I never process animals arriving with insufficient ID & documentation as organic.

☐ Verification system description and sample documentation collected to demonstrate traceability attached.

8) Do you ever apply temporary identification to an animal?

☐ No

☐ Yes. Describe the following about your system: (a) The type of ID used, (b) the reason(s) this type of ID would be applied, (c) how the organic status and slaughter eligibility for this animal is confirmed, and (d) how records demonstrate that the temporary ID links to the incoming animal ID:

_____

9) Do you ever apply new permanent identification to animals?

☐ No

☐ Yes. Describe the following about your system: (a) The type of ID used, (b) the reasons this type of ID would be applied, (c) how the organic status and slaughter eligibility for this animal is confirmed, and (d) how records demonstrate that the new permanent ID links to the incoming animal ID:

_____

C. Livestock Management Activities

1) Do you take physical possession of live animals?

☐ No

☐ Yes. Complete **L5.0 Livestock Health Care**.

2) Do you provide feed, water, or supplements such as salt or mineral blocks to animals while under your management?

☐ No

☐ Yes. Complete **L3.0 Livestock Feed, Feed Additives and Water**, regarding feed rations, water, and supplements. Also complete any forms referenced on L3.0 form, as applicable.

3) Do you provide temporary housing for live mammals?

☐ No

☐ Yes. Complete **L4.0 Mammalian and Non-Avian Living Conditions**.

4) Do you provide temporary housing for live poultry?

☐ No

☐ Yes. Complete **L4.2 Avian Living Conditions**.

| NOP §205.101, 205.103, 205.105, 205.201, 205.236-242 | **TEMPORARY LIVESTOCK MANAGEMENT** | **OSP SECTION:** | **H2.8** |

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5) Do you transport or contract the transport of organic animals?

☐ No

☐ Yes. Complete section D of **L4.0 Mammalian and Non-Avian Living Conditions** for mammals, or complete section G of the **L4.2 Avian Living Conditions** for poultry. *Consider using CCOF's **Animal Transport Affidavit** at each instance of transport to verify and document that animal transport requirements are met.*

6) Are any health care administered or topical treatments applied to animals while under your management?

☐ No. **Skip to question C7**   ☐ Yes. Complete sections B and C of the **Livestock Materials Application (OSP Materials List)**.

a) If you treat an animal, how do you identify/segregate/track that animal to ensure that the withholding period is met for the animal and/or its products, or if applicable, that the animal is not slaughtered as organic? Select all that apply:

☐ Not applicable, I do not administer medications.   ☐ Treatment date and material are documented in animal records

☐ Record withholding period   ☐ Remove Slaughter Eligibility ID   ☐ Animals segregated to a separate area of my operation

☐ Removed from my operation

☐ Other:

7) Do animals have access to pasture or vegetative ground while under your management?

Vegetation available to organic animals must be certified organic. Pasture must be managed as a crop. NOP § 205.237.

☐ Yes, I provide animals access to certified organic pasture which I own and operate. My organic certificate is attached.

☐ Yes, cattle have access to certified pasture managed by other operations. Submit a **Custom Grazing and Management Affidavit** for each operation.

☐ No, animals do not have access to vegetation and only have access to dirt or covered ground.

8) Are animals ever transported to another certified location for holding or grazing?

☐ No   ☐ Yes. Complete a **Custom Grazing and Management Affidavit** for each off-site location.

D. Slaughter

1) **Mammalian Livestock Slaughter**
Operations that slaughter organic livestock must be in compliance, as determined by USDA Food Safety and Inspection Service (FSIS), with the Federal Meat Inspection Act [21 USC 603(b) and 21 USC 610(b)], and the regulations at 9 CFR part 313 regarding humane handling and slaughter of livestock, and the regulations of 9 CFR part 309 regarding ante-mortem inspection.

a) Do you slaughter mammalian livestock such as cattle, sheep, swine, or goats?

☐ No. **Skip to question D2**   ☐ Yes

b) Who inspects your slaughter activities for compliance with humane handling and slaughter requirements?

Noncompliance and corrective action records relating to humane handling and slaughter will be reviewed during your CCOF inspections and must be available upon request.

☐ FSIS   ☐ Other national, federal, or state authority:

2) **Exotic Animal Slaughter**
Operations that slaughter organic exotic animals must comply with Agricultural Marketing Act of 1946 (7 USC 1621), the regulations at 9 CFR parts 313 and 352 regarding the humane handling and slaughter of exotic animals and the regulations of 9 CFR part 309 regarding ante-mortem inspection.

a) Do you slaughter exotic animals such as antelope, bison, buffalo, cattalo, deer, elk, reindeer, or water buffalo?

☐ No. **Skip to question D3**   ☐ Yes

b) Who inspects your slaughter activities for compliance with humane handling and slaughter requirements?

Noncompliance and corrective action records relating to humane handling and slaughter will be reviewed during your CCOF inspections and must be available upon request.

☐ FSIS   ☐ Other national, federal, or state authority:

3) **Avian Livestock Slaughter**
Operations that slaughter organic poultry must be in compliance, as determined by the USDA Food Safety and Inspection Service (FSIS), with the Poultry Products Inspection Act Requirements (21 USC 453(g)(5); the regulations at paragraph (v) of the definition of "adulterated" in 9 CFR 381.1(b) and 9 CFR 381.90, and 381.65(b)); and applicable FSIS Directives.

a) Do you slaughter poultry?

☐ No. **Skip to section E**   ☐ Yes

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b) Who inspects your slaughter activities for compliance with humane handling and slaughter requirements?

Noncompliance and corrective action records relating to the use of good commercial practices in connection with slaughter will be reviewed during your CCOF inspections and must be available upon request.

☐ FSIS   ☐ Exempt from slaughter inspection   ☐ Other national, federal, or state authority:

_____

c) Are you a poultry slaughter operation exempt from or not covered by the requirements of the Poultry Products Inspection Act (PPIA)?

☐ No, I am covered by PPIA. Skip to section E Record Keeping.

☐ Yes, PPIA does not apply to me. *Exempt/not covered slaughter operations must ensure that:*

   o *No lame birds are shackled, hung, or carried by their legs.*

   o *All birds shackled on a chain or automatic system have been stunned prior to exsanguination, with the exception of religious slaughter; and*

   o *All birds are irreversibly insensible prior to being placed in the scalding tank.*

d) If you are exempt from or not covered by PPIA, describe your slaughter practices or attach your SOP:

   ☐ Attached.

   ☐ Not attached, provide written description here:

_____

E. Recordkeeping

Organic animals must be traced from birth/hatch to slaughter, including ownership changes, physical movement of the animal, transportation, purchases, and sales. Records tracing the sources and amounts/numbers of all animals, feeds, supplements, additives and medications must be kept and be made available at inspection or upon request. Large animals must be individually identified in some manner. Poultry, rabbits and other small animals are to be tracked by flock, lots, or other applicable units when all individuals receive the same inputs and treatment. Records must be kept for five (5) years, even for animals that have died or were sold.

The following documentation is required for each transaction and must be maintained with organic records.

If you do this:	Maintain these types of records:
Purchase: • organic feed • feed supplements • organic roughages to be used for bedding	• Purchase records (e.g. receipts, invoices, weight tags, and shipping documents). • Documentation must demonstrate that the transaction occurred directly between two certified operations. • Organic certificate for the supplier(s). • Labels for all purchased feed and feed supplements.
Store organic feed	• Inventory records for the feed.
Provide organic feed to live animals	• Feed as fed records documenting that enough organic feed was purchased to feed the quantity and type of animals being handled.
Administer health care materials to organic animals	• Health care treatment logs, including vaccination records. • Health care and veterinary product purchase records.
Graze ruminant livestock	• Pasture access records (e.g., rotational grazing documentation). • The start and end of your grazing season.
Purchase/take title to live animals or otherwise receive live animals	• Supplier's organic certificate identifying the types of animals purchased or received. • Purchase documents identifying the seller's/buyer's name, date of transaction, individual animal ID list/flock IDs, quantity of animals. • Title transfer documents or financial records that documenting that payment was made to the producer or handler identified on the Organic Certificate. • Verification of each animal's organic slaughter eligibility status regarding synthetic de-wormers for any ruminant animal and confirmation that animals were born from breeding stock managed organically from the last third of gestation or second day of life. • Records linking incoming animal identification directly to your operation's identification system. • Transportation records documenting the certified supplier, pick up and drop off addresses, transporter's name and contact information, quantity of animals, animal IDs/flock IDs, dates of transport, and organic status of the animals.

NOP §205.101, 205.103, 205.105, 205.201, 205.236-242

TEMPORARY LIVESTOCK MANAGEMENT

OSP SECTION: **H2.8**

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If you do this:	Maintain these types of records:
Load, offload, or transport organic animals	• Supplier organic certificates listing the livestock. • Transportation records documenting the certified supplier, pick up and drop off addresses, transporter's name and contact information, quantity of animals, animal IDs/flock IDs, dates of transport, and organic status of the animals. • If applicable, verification that commingling of certified organic animals was prevented during transport (e.g. animal identification records). • Records confirming all applicable requirements for transport are met, including animals being fit for transport, calves having dry navel cords, compliant bedding being provided, hours of total transport time, etc. • Verification of each animal's organic slaughter eligibility status regarding synthetic de-wormers for any ruminant animal and confirmation that animals were born from breeding stock managed organically from the last third of gestation or second day of life.
Sell livestock and/or livestock products	• Complete audit trail records including supplier organic certificates, receiving, purchase, sales, and shipping records (e.g., delivery receipts, transport records, receiving logs, invoices, etc.). • Verification of each animal's organic slaughter eligibility status regarding synthetic de-wormers for any ruminant animal and confirmation that animals were born from breeding stock managed organically from the last third of gestation or second day of life.
Provide custom management services i.e. arrange slaughter and/or transport for live animals and ensure audit trail documents accompany the animals.	• Supplier's organic certificate identifying the types of animals under custom management. • Transportation records documenting the certified supplier, pick up and drop off addresses, transporter's name and contact information, quantity of animals, animal IDs/flock IDs, dates of transport, and organic status of the animals. If applicable, verification that commingling of certified organic animals was prevented during transport (e.g. animal identification records). • Transport and receiving records showing the animal IDs and quantities loaded are identical to what is unloaded. • Verification of each animal's organic slaughter eligibility status regarding synthetic de-wormers for any ruminant animal and confirmation that animals were born from breeding stock managed organically from the last third of gestation or second day of life. • Documented custom management services agreement between your operation, the livestock owner, and the slaughter facility as applicable.
Slaughter Animals	• Documentation that demonstrates compliance with all federal regulations and requirements, as outlined in 205.242 (b) and (c). • Records of all noncompliances related to humane handling and slaughter and good commercial practices in connection with slaughter, issued by the controlling national, federal, or state authority, and all records of subsequent corrective actions. • Audit trail records for organic production which may include but is not limited to transport records, receiving logs, kill sheets, weight tags, production logs, inventory records, etc. • Verification of each animal's organic slaughter eligibility status regarding synthetic de-wormers for any ruminant animal and confirmation that animals were born from breeding stock managed organically from the last third of gestation or second day of life.

1) Check all of the following that apply to your operation:
   ☐ Handle both organic and nonorganic livestock.
   ☐ Handle the same species of organic and nonorganic animals.
   ☐ Sell organic and nonorganic livestock/products, including any that you source from other operations.
   ☐ Sell organic and nonorganic livestock/products of the same species, including any that you source from other operations.
   ☐ None of the above, all organic.

2) How do your records distinguish between organic and nonorganic livestock/products?

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NOP §205.101, 205.103, 205.105, 205.201, 205.236-242 | **TEMPORARY LIVESTOCK MANAGEMENT** | **OSP SECTION:** **H2.8**

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3) What records do you provide your buyers that confirm the organic status of the animals they purchased?

Check all that apply:

☐ N/A, I don't sell live animals   ☐ Sales invoice   ☐ List of original IDs of animals shipped

☐ Organic certificate of the livestock producer   ☐ Transportation records   ☐ Records verifying slaughter eligibility status

☐ **Ruminant Animal Attestation**   ☐ Other: _____

4) What records do you provide to your contracted service providers, such as slaughter facilities, who receive live animals that state the organic status and slaughter eligibility status of the animals they received?

Check all that apply:

☐ N/A, not using or arranging the use of service providers   ☐ Sales invoice   ☐ List of original IDs of animals shipped

☐ Organic certificate of the livestock producer   ☐ Transportation records   ☐ Records verifying slaughter eligibility status

☐ **Ruminant Animal Attestation**   ☐ Other: _____

Operation Name: _____   **Date:** _____

► Complete this form if you process organic products or take physical possession of products you sell or distribute.

► You must prevent commingling (mixing) of organic with nonorganic and prevent contamination of organic products with prohibited materials. Commingling and contamination must be prevented the entire time product is under your control, including during transport, receiving, storage, handling, processing, and shipping.

► You must prevent contamination of organic products with materials used to clean your facility and equipment or used as pest control in your facility.

Facility this form applies to: _____

A. Harvest

1) Do you harvest organic crops and/or contract out harvest of organic crops?

   Organic certificates must list harvested parcels. Records must list harvested parcels and show that harvest equipment is cleaned or purged.

   ☐ No   ☐ Yes. Complete sections A & B on **G6.1 Harvest & Transport**

B. Receiving

1) Do you receive products that were handled by any of the following uncertified operations: transporters, transloaders, logistics brokers, or freight forwarders?

   ☐ Yes   ☐ No, transporters, transloaders, logistics brokers, and freight forwarders are certified organic

   a) If yes, do any transporters, transloaders, logistics brokers, or freight forwarders do any of the activities listed below:

   ☐ No additional handling

   *If any of the following are checked, certification of the transporter is required. See the **Exempt Handler Affidavit** (EHA) for more details on activities performed by transporters that may require certification.*

   ☐ Enclose, or open packages or containers   ☐ Relabel, repack, or package

   ☐ Sort, recondition, cull, ice, hydro cool, hydro vacuum   ☐ Treat or wash organic products

   ☐ Other handling (describe): _____

2) Do you receive any unpackaged products (ex: tankers, railcars, vessel cargo holds)?

   ☐ No   ☐ Yes

   All facilities where unpackaged products are transferred from the transportation vehicle into storage must be certified organic.

   a) If yes, do transporters combine, split, or containerize products?

   If transporters combine, split, or containerize on your behalf, this activity must be described in your OSP or the transporter must be certified.

   ☐ No   ☐ Yes, describe:

3) How do you ensure contamination was prevented during transport (e.g. prevent contact with sanitizer residue, gases, liquids)? Select all that apply.

   Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

   ☐ Clean truck affidavit   ☐ Cleaning and sanitizing material records   ☐ Certified supplier provides documentation

   ☐ Truck cleaning procedures   ☐ Wash tags   ☐ Tanker Seals   ☐ Marine Surveyor report for vessel cargo hold

   ☐ Other (describe): _____

4) How do you ensure organic products are not commingled with nonorganic during transport? Select all that apply.

   Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

   ☐ Not applicable, I only source certified organic products

   ☐ Distinctly labeled or marked containers   ☐ Closed containers   ☐ Transported at different times   ☐ Visually distinct

   ☐ Shipped on separate, marked vehicles   ☐ Shipped from separate destinations

   ☐ Other (describe): _____

C. Storage & Processing

1) Do you (check one or both):

☐ Own the products processed here ☐ Provide processing services

2) Is this facility:

☐ Organic only. Skip to section D. ☐ Organic and nonorganic

3) Do you process or handle nonorganic products identical to organic products?

☐ No ☐ Yes, list products: _____

4) How do you ensure organic products are not commingled (mixed) with nonorganic products in storage? Select all that apply:

☐ All products sealed and labeled as organic

☐ Organic stored above nonorganic

☐ Storage areas dedicated to, and identified as, organic

☐ Other (describe): _____

5) For materials used in or on **nonorganic** products in this facility, describe below how you prevent accidental use during organic processing, and how this can be verified at inspection:

D. Packaging & Shipping

1) Are all packaging materials free of prohibited materials (ex: fungicides, preservatives, fumigants)? Contact packaging manufacturer if you are unsure.

☐ Yes ☐ Not applicable, no packaging

2) Do you use "active packaging" that emits or releases chemicals into organic products, e.g. ethylene scavengers, antimicrobial, or antioxidants? *This type of packaging is likely prohibited because active agents migrate into the organic product.*

☐ No ☐ Not applicable, no packaging ☐ Yes. Provide complete packaging information.

3) Do you ship products via any of the following uncertified operations: transporters, transloaders, logistics brokers, or freight forwarders?

☐ Yes ☐ No, transporters, transloaders, logistics brokers and freight forwarders are certified organic

a) If yes, do any transporters, transloaders, logistics brokers, or freight forwarders do any of the activities listed below:

☐ No additional handling

*If any of the following are checked, certification of the transporter is required. See the **Exempt Handler Affidavit** (EHA) for more details on activities performed by transporters that may require certification.*

☐ Enclose, or open packages or containers ☐ Relabel, repack, or package

☐ Sort, recondition, cull, ice, hydro cool, hydro vacuum ☐ Treat or wash organic products

☐ Other handling (describe): _____

4) Do you ship any unpackaged products (ex: tankers, railcars)?

☐ No ☐ Yes

All facilities where unpackaged products are transferred from the transportation vehicle into storage must be certified organic. Transport containers must identify the product as organic and display the production lot number, shipping identification, or other unique information that links the container to audit trail documentation.

a) If yes, do transporters combine, split, or containerize products?

If transporters combine, split, or containerize on your behalf, this activity must be described in your OSP or the transporter must be certified

☐ No ☐ Yes, describe: _____

5) How do you ensure contamination will be prevented during transport (e.g. prevent contact with sanitizer residue, gases, liquids)? Select all that apply.

Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Clean truck affidavit   ☐ Cleaning and sanitizing material records   ☐ Certified supplier provides documentation

☐ Truck cleaning procedures   ☐ Wash tags   ☐ Tanker Seals   ☐ Marine Surveyor report for vessel cargo hold

☐ Other (describe): _____

6) How do you ensure organic products will not be commingled with nonorganic during transport? Select all that apply.

Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Not applicable, only shipping certified organic products

☐ Distinctly labeled or marked containers   ☐ Closed containers   ☐ Transported at different times   ☐ Visually distinct

☐ Shipped on separate, marked vehicles   ☐ Shipped from separate destinations

☐ Other (describe): _____

E. Water and Water Additives

Water used in organic production must be potable and meet Safe Drinking Water Act (SDWA) standards.

1) Is water used as an ingredient or do you use water to wash organic products, ex: wash or flume water or crops washed in the field?

☐ No. Skip to question E4.   ☐ Yes. Complete this section.

2) If you treat water on-site (ex: Reverse Osmosis, UV, carbon filtration, water softeners, pH adjustment), does treated water meet Safe Drinking Water Act Standards? Contact treatment manufacturer if you are unsure.

☐ Yes. *CCOF may request documentation that treated water meets Safe Drinking Water Act standards.*

☐ Not applicable, water is not treated.

3) For water used to wash organic products, do you add any materials to the water, ex: peracetic acid, hydrogen peroxide, chlorine?

☐ No, no materials added to wash or flume water. Skip to question E4.

☐ Yes. List materials on your **Handler Materials Application (OSP Materials List)**.

   a) Do you add chlorine to water that directly contacts organic products?

     ☐ No   ☐ Yes. Attach records or SOP used for monitoring chlorine. Records or SOP will be verified by your inspector.

     i. If yes, do products undergo a final fresh water rinse?

     Residual chlorine levels in water at last point of contact must not exceed the maximum residual disinfectant limit under the Safe Drinking Water Act (SDWA).

       ☐ Yes   ☐ No, chlorine never added to water above SDWA limits

4) Does steam contact organic products or interior of packaging?

☐ No. Skip to section F.   ☐ Yes

   a) If yes, describe how steam is used, ex: steam cooking of product, interior of packaging steam application.

_____

   b) If yes, and boiler chemicals are used, list materials on your **Handler Materials Application (OSP Materials List)**.

     ☐ Attached   ☐ Not applicable, no boiler chemicals used

   c) If volatile boiler chemicals are used, describe how you prevent organic products from contacting volatile boiler chemicals, e.g., by shutting off boiler chemical feed prior to organic runs (specify # of hours) and conducting condensate tests: ☐ Attached

F. Equipment Cleaning, Sanitization & Monitoring

1) In the table below, list all equipment and surfaces that contact organic products during **receiving, handling, processing, transport, or storage,** including grading or sampling equipment. Include equipment cleaning and sanitization that happens before organic runs or provide this information as an attachment (e.g.: SSOP for organic): ☐ Attached

Organic Equipment/Contact Surface *(ex: totes, processing lines, reused storage containers)*	Cleaned? (Y/N)	Purged*? (Y/N)	Documentation *(ex: wash tag, cleaning/production log)*

Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned).

2) If any surfaces listed above are NOT either cleaned or purged prior to each organic run, explain why not:

3) If equipment is purged* between runs, describe the purge procedure, including the product and quantity purged how you determined this quantity was sufficient, where purged product goes, and how the purge is documented. *Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned). Review equipment manuals for recommended purge quantities.*

☐ Not applicable, all equipment is cleaned ☐ Attached

4) How do you ensure cleaner and sanitizer residues are removed from organic contact surfaces? List each material on your **Handler Materials Application (OSP Materials List).**

☐ Rinsing (required for detergents/cleaners and quaternary ammonia)

☐ Air dry or rinse of alcohol sanitizers

☐ Chlorine, peracetic acid, citric acid, hydrogen peroxide, phosphoric acid, and ozone sanitizers – no rinse or air dry required

a) Residue Testing: ☐ Not applicable ☐ pH ☐ Quaternary Ammonia

☐ Other testing: _____

5) If cleaning is NOT documented, explain how cleaning is known to be completed, e.g. regular staff training in standard operating procedure:

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G. Facility Pest Management & Monitoring

1) Which of the following management practices do you use to **prevent** pests? You must use at least one:
   - ☐ Remove pest habitat, food sources, and breeding areas
   - ☐ Prevent access to handling facilities
   - ☐ Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)
   - ☐ Other (describe): _____

2) Which of the following practices do you use to **control** pests in organic production and storage areas?
   - ☐ Not applicable, none used
   - ☐ Mechanical or physical controls, including traps, light, or sound
   - ☐ Pheromones, lures, and/or repellents using nonsynthetic or synthetic substances consistent with the National List. If used in organic production and storage areas, list these on your **Handler Materials Application (OSP Materials List)**.

3) Are the measures listed above sufficient to prevent or control pests?
   - ☐ Yes   ☐ No   ☐ Not applicable, none used
   - a) If no, list pest control materials **from the National List** that you apply in organic production and storage areas on your **Handler Materials Application (OSP Materials List)**.   ☐ Attached

     Prevention and control methods described in G1 and G2 above must be implemented before other National List materials may be used. See the Handler Materials Application (OSP Materials List) for a list of National List materials.

4) Are National List materials sufficient to prevent or control pests in organic production and storage areas?
   - ☐ Yes   ☐ Not applicable, none used   ☐ No, other pest control materials needed

5) If you plan to use non-National List pest control materials, describe why the preventative practices, mechanical or physical controls, and National List materials are not effective to prevent or control pests at your facility. List pest control materials **not on the National list** that you apply in organic production and storage areas on your **Handler Materials Application (OSP Materials List)**.
   - ☐ Letter of justification attached, see **example** on CCOF website   ☐ Not applicable, no non-National List materials used

6) How do you prevent pest control materials applied via fumigation, fogging, and/or spray from contaminating organic products, ingredients, and packaging materials? Select all that apply.
   You must protect organic production areas, products, and packaging from contamination from all facility pest control materials.
   - ☐ Not applicable, no fumigation, fog, or spray used
   - ☐ Remove organic product and packaging from areas to be treated
   - ☐ Cover equipment used for organic handling during treatment
   - ☐ Other (describe): _____

7) After fumigation, fogging or spray, how do you ensure pest control materials are removed from any equipment present during fumigation or fogging? Select all that apply.
   You must protect organic products from contamination from all facility pest control materials.
   - ☐ Not applicable, no fumigation, fogging, or spraying
   - ☐ Not applicable, no equipment present during fumigation/fogging
   - ☐ Wash and rinse organic contact surfaces after treatment
   - ☐ Purge equipment with nonorganic product after treatment (describe): _____

   - ☐ Other (describe): _____

8) How do you record pest control material use and measures taken to protect organic products or packaging? Select all that apply.
   You must document pest control activities and protection of organic.
   - ☐ Pesticide Use Log   ☐ Log describing removal/reentry of products and packaging   ☐ Purge log
   - ☐ Other (describe): _____

NOP §205.2, 205.101, 205.103, 205.201, 205.273, 205.307, 205.403	RECORD KEEPING FOR HANDLERS	OSP SECTION: H5.0

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Operation Name: _____   **Date:** _____

An "Audit Trail" or "trace-back" system documents the source (certified supplier), purchase or acquisition, transfer of ownership, physical and financial possession, receipt, handling, production, processing, contractual oversight responsibilities, sale, and transportation of organic products. Records must disclose all activities and transactions in enough detail to be readily understood and audited. Records must show compliance with organic requirements and be kept for at least five (5) years. Records must identify (link back to) the last certified operation in the supply chain and must identify products as organic.

► Complete a separate **H5.0 Record Keeping** form for each process or product when different record keeping systems are used.
Facility, product, or process covered by this plan:

_____

A. Location of Records

CCOF will inspect your records location. A knowledgeable authorized contact must be physically present at your records location at your first inspection.

1) What formats are your records in? Select all that apply.

☐ Physical paper records

☐ Digital records available only at the records location listed below

☐ Digital records available online from any computer

☐ Other (describe): _____

2) List the location where all organic records are available every day and can be reviewed during on-site (in person) inspections.
☐ Records address is the same as the physical location address on my **CCOF Certification Contract**. S*kip to section B.*

Address (if different from main physical address): _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Contact(name/title): _____

Phone: _____ Fax: _____ Email(s): _____

3) Which authorized contact(s) can be physically present at the records location?

Name(s): _____

4) Is there anything else we should know about your records or the location(s) where they are held? Please describe below.

_____

NOP §205.2, 205.101, 205.103, 205.201, 205.273, 205.307, 205.403

RECORD KEEPING FOR HANDLERS

OSP SECTION: **H5.0**

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B. Lot Numbering

1) Describe your lot numbering system for finished products or attach a description. If you do not process products and use your supplier's lot number, describe their system. ☐ Description attached

EXAMPLE: **Lot Number**: *23123A045*

Code	*23*	*123*	*A*	*O*	*45*
Signifies	*Year: 2023*	*Julian date of production*	*Shift*	*Organic*	*Plant location*

Lot Number: _____

Code						
Signifies						

2) How do nonretail containers identify the organic status of the product, including temporary signage applied to unpackaged product during shipping and storage? Select all that apply.

Non-retail containers are any container used to ship or store organic products, other than containers used for retail sale. All nonretail containers must identify product as organic. If nonretail container holds retail labeled product and organic status on retail label is visible through the nonretail container, nonretail container is not required to also identify product as organic.

☐ 'Organic', 'Org', 'O', 'OG', 'MWO'   ☐ CCOF seal   ☐ USDA seal   ☐ "Certified organic by CCOF" statement

☐ Nonretail container holds product packaged for retail sale & organic status is visible through nonretail label

☐ Other (describe): _____

3) Where does lot number, shipping identification, or other unique information appear? Select all that apply.

All nonretail containers used to ship or store organic products must display lot number, shipping identification, or other unique information that links to audit trail documentation.

☐ Printed on retail label

☐ Printed on nonretail shipping container or package

☐ Other (describe): _____

4) How is lot number, shipping identification, or other unique information linked to audit trail documentation associated with outgoing shipments? Select all that apply.

☐ On invoice or Bill of Lading   ☐ On a "pick list" or "ship list"

☐ Other (describe): _____

NOP §205.2, 205.101, 205.103, 205.201, 205.273, 205.307, 205.403

RECORD KEEPING FOR HANDLERS

OSP SECTION: **H5.0**

Find all forms at **www.ccof.org/resources**. Send completed forms to **inbox@ccof.org**.

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C. Tracking Organic Products

1) Describe or attach a diagram of how your audit trail trace-back system tracks finished products from the last certified operation, through transport, storage, inbound receiving, production or packing to final outbound shipping or invoice.

☐ Description or diagram attached

Audit trail systems include the following elements:

a) **Chain of custody and shipping documents** – Documents include both internal documents you generate as well as external documents generated by the last certified organic operation. Common audit trail documents:

- Bills of Lading (BOL), purchase orders, invoices, contracts, packing slips, certificate of analyses, product specification sheets, receiving logs, inventory logs, batch records, manifests, shipping and delivery records (field ticket, weigh tickets, scale tickets, receipts, tags), chain of custody, truck and trailer numbers, clean truck affidavits.

b) **Uncertified operations** – Additional audit trail information is required for each shipment that is handled by an uncertified handler, refer to the **Exempt Handler Affidavit** (EHA). Sourcing from uncertified handlers requires additional audit trail verification at inspection.

- Documents from exempt, uncertified handlers must identify (link back to) the last certified operation in the supply chain

- Documents generated by the last certified operation proving purchase, delivery, and/or transfer to the uncertified handler must be included for each shipment.

- Your receiving procedures must include verification and documentation of the last certified operation.

- If product passes through multiple uncertified handlers in sequence, documents must trace through all uncertified handlers back to the last certified handler.

c) **Imports to the US** – Organic imports must be clearly identified and marked as organic on all import documents, including U.S. Customs and Border Protection (CBP) entry data.

- NOP Import Certificate must be associated with each shipment.

- Additional documentation for each shipment may include, but are not limited to: import permits (should identify the certified importer of record), phytosanitary certificates, fumigation certificates (if fumigated, both pre- and post-arrival), transaction certificates, CBP Forms 3461 and 7501, commercial invoices, export packing list, Certificate of Origin, Bill of Lading, Waybills/Air Waybills, AMS Inspection Certificate, Charter Party, Marine Surveyor report (for bulk vessel shipments, to document cleaning), transaction certificate issued in the APEDA TraceNet system for shipments from India.

d) **Exports**

- Shipments from the **US** to other countries – CCOF-issued export certificates may be reviewed as part of your in/out mass balance during inspection.

- Shipments from **Mexico to the US** – Each shipment must be associated with an NOP Import Certificate. You must request an NOP Import Certificate from CCOF prior to shipment. Audit trail documentation showing that exported products were not treated at any point in the product's movement across country borders must be maintained and verified at inspection.

2) Attach sample audit trail documents to demonstrate your system.   ☐ Documents attached

- All audit trail records and documents must identify products and ingredients as "100% Organic", "Organic", "Made with Organic…" or easily understood abbreviation or acronym, e.g. 100% OG, Org, MWO.

- Documents must identify (link back to) the last certified operation in the supply chain that handled the organic product.

- Product label must link to documentation via lot number, shipping identification, or other unique identification printed on the label.

- Documentation must be sufficient to determine the source, transfer of ownership, and transportation of the organic product.

3) **In/out mass balance** – Which operation maintains inventory of your organic products?

CCOF inspectors will review your records to track inventory to verify that you received sufficient organic products to account for final production, sale, or transportation of organic products.

☐ Inventory stored and reported by my operation

☐ Inventory stored and reported by co-packer(s)

☐ Inventory stored and reported by exempt uncertified facilities

☐ My operation does not carry or maintain any inventory

☐ Other (describe):

✉ ccof@ccof.org   🌐 www.ccof.org   📞 (831) 423-2263   📠 831-423-4528

| | NOP §205.2, 205.101, 205.103, 205.201, 205.273, 205.307, 205.403 | **RECORD KEEPING FOR HANDLERS** | OSP SECTION: | **H5.0** |

Find all forms at **www.ccof.org/resources**. Send completed forms to **inbox@ccof.org**.   Page 4 of 5

4) **In/out mass balance** – How often is physical inventory performed to reconcile with records? Select all that apply.

Even if your operation does not physically store products, you must request inventory records from the location where products that you own are stored.

☐ Monthly   ☐ Quarterly   ☐ Annually   ☐ My operation does not carry or maintain any inventory
☐ Other (describe):

D. Supply Chain Overview & Fraud Prevention

You must implement monitoring practices and procedures to verify suppliers in the supply chain and organic status of agricultural products received to detect and prevent organic fraud. You must also implement monitoring practices and procedures to verify that your plan is effectively implemented.

A fraud prevention plan must be appropriate to the activities, scope, and complexity of the operation, and should be sufficient to address the verification and anti-fraud needs of the particular operation. This means not all fraud prevention plans will be alike.

For example, a processor that receives many organic ingredients from numerous suppliers should develop a fraud prevention plan that describes practices to detect, prevent, minimize, and mitigate organic fraud risks in lengthy supply chains. Because fraud prevention plans must verify the organic status of suppliers and organic products, they should include a description of how an operation verifies organic status back to the last certified operation in the supply chain.

1) According to the best practices described by the NOP, an Organic Fraud Prevention Plan may include the elements identified in the table below. Use the table as a guide when building your Organic Fraud Prevention Plan. Select the relevant check box below and attach your Organic Fraud Prevention Plan.

☐ I completed the **CCOF Organic Fraud Prevention Plan** worksheet, attached.

☐ I have updated my existing food safety programs (HACCP/HARPC Plan, Food Safety Plan, Food Defense Plan, Supplier Verification Program, Food Fraud Prevention, or other Prerequisite Programs). Attach a description of where and how applicable elements below have been incorporated into your system.

☐ I have written my own Organic Fraud Prevention Plan using applicable elements below as a framework. My plan is attached.

	Supply chain oversight and organic fraud prevention may include:
A	Supply chain map. *Required.*
B	Practices for verifying the organic status of any product you acquire and/or use. *Required.*
C	A process to verify suppliers and minimize supplier risk to organic integrity. *Required.*
D	A vulnerability assessment to identify weaknesses in your practices and supply chain.
E	Identification of critical control points in the supply chain where organic fraud or loss of organic status are most likely to occur and mitigation measures.
F	Monitoring practices, corrective actions, and verification tools to assess the effectiveness of mitigation measures.
G	A process for reporting suspected organic fraud to certifying agents and the NOP. *Required.*

E. Imports

Each shipment of imported organic product must be associated with a valid NOP Import Certificate.

- *The exporter must request a NOP Import Certificate from their certifier prior to shipment.*
- *The importer must declare the shipment as organic and enter the NOP Import Certificate number into the U.S. CBP Automated Commercial Environment (ACE) database.*
- *The importer must also retain a copy of the NOP Import Certificate.*
- *Shipments that arrive without a NOP Import Certificate must not be sold as organic, they must be re-exported, donated, or destroyed.*
- *Importers must notify CCOF of any shipments received without a NOP Import Certificate and provide evidence of re-export (CBP 7512 form and Export Booking Confirmation), donation, or destruction (CBP Certificate of Destruction).*

1) Do you import any organic products into the United States?

Importers of organic products into the United States must be certified. You must maintain organic certificates for all importers you source from.

Select all that apply:

☐ Yes, I import organic products, I am the importer of record. Continue to question E2

    Importer of record = the entity legally responsible for the product entering the US.

☐ No, no imported products. Stop, this form is complete.

☐ No, I purchase imported products from a certified organic importer. Stop, this form is complete.

    List importers who take title on your supplier list (H2.0A or H2.6).

    If your supplier purchases imported products, you are not required to know the identity of the importer or maintain their organic certificate. Your supplier is responsible for that information.

    Customs broker must be certified if they act as the importer of record or take ownership of products not in sealed tamper-evident retail packaging.

☐ No, I receive imported products from a certified organic importer who does not take title. Stop, this form is complete.

    Importers who do not take title do not need to be listed on your supplier list (H2.0A or H2.6) but are still required to be certified and you must maintain their organic certificates. Supplier list (H2.0A or H2.6) must list certified seller (not importer) and you must also maintain seller's organic certificate.

    Customs brokers must be certified if they act as the importer of record.

2) Are phytosanitary certificates required for any of your imported commodities?

☐ No   ☐ Yes. *Have all phytosanitary certificates available at inspection.*

3) Pre- and post-arrival – How do you verify that imported products had no contact with prohibited substances or exposure to ionizing radiation? (Check all that could apply.)

If treatment is required, you must notify CCOF and have all treatment documentation available at inspection. Product treated with prohibited materials or exposed to ionizing radiation must be sold as conventional, destroyed or returned to the exporter.

☐ Standard Operating Procedure is attached.

☐ For products with Conditions of Entry, only organic compliant methods are used (ex: cold storage, carbon dioxide).

☐ I am notified of shipments that require treatment. For products that require treatment, only organic compliant methods are used (ex: cold storage, carbon dioxide).

☐ I am notified of shipments that require treatment. If prohibited substances or ionizing radiation is used, I will notify CCOF and have all treatment documentation and evidence that contaminated products were not sold as organic available at inspection.

☐ Other (describe): _____

Organic Fraud Prevention Plan

Operation Name: _____   **Date:** _____

Use this worksheet to describe the monitoring practices and procedures you use to verify suppliers in the supply chain and the organic status of agricultural products received to detect and prevent organic fraud. Also describe the monitoring practices and procedures performed to verify that your plan is effectively implemented.

► You are responsible for using appropriate and effective means to prevent organic fraud in your supply chain. Your fraud prevention plan should reflect the activities, scope, and complexity of your supply chain.

► This form, including any addendums, may serve as your Organic Fraud Prevention Plan if you do not have organic fraud prevention integrated into your food safety program and are not enrolled in the OTA Fraud Prevention Solution program.

► An Organic Fraud Prevention Plan is a living document that should be updated as needed to reflect changing circumstances, ingredients, business practices, supply chains etc.

Not all Organic Fraud Prevention Plans will be alike. According to the best practices described by the NOP, an Organic Fraud Prevention Plan may include the elements identified below.

A. Supply chain map

1) Attach a map of your supply chain, beginning with the certified operations before you in the supply chain and ending with certified operations that you sell or ship organic products to. You do not need to submit a separate map for each ingredient unless supply chains are significantly different.
   - Include steps that happen off-site, such as transportation and storage.
   - If product moves through different facilities, describe the flow across different facilities.
   - Indicate when the product changes ownership, including any importing or exporting.
   ☐ Supply chain map attached

B. Practices for verifying the organic status of any product you acquire and/or use

► You must maintain organic certificates for all suppliers, importers, contracted co-packers, certified private label brand owners, storage facilities, and any other certified organic operation you work with.

► You must ensure that all certificates are current (issued within the last 15 months) and complete; listing specific products/crops/parcels/brands. If you export product, certificate must list export market compliance.

► For USDA NOP certified operations, refer to Organic Integrity Database (Integrity) for overall certification status. Product listings may need to be requested separately from the operation.

1) Your monitoring system must verify that all suppliers and other organic operations you work with are currently certified for the ingredients/products you source, and/or products they produce for you, and/or products you produce for them.

   a) How frequently do you review organic certificates? *Annual verification is required at a minimum.*

   ☐ With each shipment ☐ Monthly ☐ Quarterly ☐ Annually
   ☐ Other (describe):

   _____

   b) Attach or describe your monitoring system. *Be prepared to demonstrate your system at inspection.*   ☐ Attached

   _____

   _____

2) At receiving, how do you monitor and verify that incoming organic products are from approved suppliers and are organic? Check all that apply or attach a description. ☐ Not applicable, I do not take physical possession.

   Receiving records must be available for review at inspection and must link back to the last certified handler.

   ☐ Approved organic supplier list verified against bill of lading (BOL) or packaging/container labels
   ☐ Current organic certificate required with each shipment, supplier verified as approved, certificate verified to list product received
   ☐ Other (describe):

   _____

   _____

C. A process to verify suppliers and minimize supplier risk to organic integrity

► Before sourcing from new suppliers or working with any other organic operation, you must review their organic certificate to ensure it is current (dated within the last 15 months) and complete; listing specific products/crops/parcels/brands. If you export product, the organic certificate must list export market compliance.

► New suppliers and other organic operations you work with must be added to your OSP.

1) Do you have a supplier approval program in place to identify, evaluate, and approve new organic suppliers and any other certified organic operation you may work with? *Be prepared to demonstrate your system at inspection.*

☐ Yes   ☐ No. If no, explain why not:

_____

2) What is included in your organic supplier approval program? Select all that apply:

☐ Verification that the supplier's current organic certificate was issued within the last 15 months, includes the list of certified products, and identifies the products I source from them.

☐ Verification that supplier agrees to meet product specifications for each shipment of product.

☐ Verification that the supplier participates in 3ʳᵈ party food safety audits (GFSI or other) and has a passing score that will be provided to my operation annually.

☐ Verification that the supplier can meet my quality and quantity demands.

☐ Verification that the supplier agrees to provide timely organic certificate updates at least annually, or upon demand as needed.

☐ Verification that supplier can provide product residue sampling results on agreed upon schedule (every shipment, one shipment per week, quarterly samples, etc.).

☐ Verification that the supplier will immediately provide written notification of any positive residue results linked to product purchased by or received by my operation.

☐ Verification that supplier agrees to annual on-site inspections by representative of my operation.

☐ Verification that CCOF approves the supplier as part of my OSP supplier list (or other OSP section, as applicable).

☐ Other, please describe:

_____

3) How often do you switch suppliers, add new suppliers, make one-off purchases or do "spot purchasing"?

Frequent changes may result in increased risk of receiving fraudulent products. CCOF may conduct additional audit trail verification at inspections.

☐ Daily or Weekly   ☐ Monthly or Quarterly   ☐ Annually   ☐ Rarely or Never

D. Vulnerability assessment to identify weaknesses in your practices and supply chain

► Assess the following areas for vulnerabilities where fraud has a greater chance to occur. Each area includes examples of criteria you may consider when conducting your vulnerability assessment.

1) **Product assessment** – Consider qualities that are intrinsic to the product (packaging, geopolitical, socio-economic, agronomic):

   o *High risk examples*: Product has history of fraud, product is bulk/unpackaged, product comes from an area of political unrest/uncertainty, drastic increases or fluctuations in price, high demand, recent production challenges (e.g. flooding, pests), large fluctuations in production volume, or large disparity between organic and nonorganic pricing.

   o *Low risk examples*: Product packaged in sealed and tamper evident retail packaging, product is readily available in the organic market, product is produced domestically.

2) **Supply chain assessment** – Consider the qualities that are inherent to the suppliers you work with:

   o *High risk examples*: Low visibility of the entire supply chain, long supply chain (product changes ownership many times before it is in your possession), backup supplier not established (could lead to urgent spot purchases), uncertified operations involved in the supply chain, supplier is selling commodity below cost of production.

   o *Low risk examples*: Established long term supplier relationships, written sales contract addressing organic considerations, supplier readily provides information upon request (organic certificates, specification sheets etc.), supplier is the producer of the organic product, vertically integrated supply chain where the end handler has complete traceability and visibility back to the farm level.

3) **Internal company assessment**

- o *High risk examples*: Past food fraud incidents, inadequate or minimal supplier approval program, inadequate or minimal receiving procedures, lack of Food Defense Plan, no standard procedures requiring sign-off from more than one employee for each transaction, no formal training for employees involved in organic handling or production, only one knowledgeable employee about the Organic System Plan, repeated failure of mass balance or audit trail exercises during inspections or internal audits.
- o *Low risk examples*: Third party food safety certification (GFSI or similar), established employee training program that addresses organic fraud, written employee code of conduct, employee screening procedures in place, whistleblower guidelines and protection for employees that find internal fraud, history of successful mass balance or traceback exercises during inspections or internal audits.

☐ My vulnerability assessment is documented and I can describe my vulnerability assessment at inspection (not required to submit a copy of vulnerability assessment unless requested by CCOF).

☐ My vulnerability assessment is not documented but I can describe my vulnerability assessment at inspection.

☐ Not applicable to my operation

E. Identification of critical control points in the supply chain where organic fraud or loss of organic status are most likely to occur, and mitigation measures

► **Critical Control Point:** A step at which control can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level.

► The following are examples of risks that may require an Organic Critical Control Point (OCCP), **the step when control can be applied**, and *examples of mitigation measures*. Refer to vulnerability assessment section D for additional examples of risk that may require Critical Control Points.

- o Product vulnerability example: Product is imported and has a known condition of entry, has a potential for fumigation with prohibited material.
  - ✓ OCCP and mitigation example: **At receiving**, *review the import documentation accompanying the shipment for verification that the product was not treated. Product remains on hold until verification is complete*.
- o Supply chain vulnerability example: Product is in high demand; I only have one supplier identified and they have a history of shorting orders.
  - ✓ OCCP and mitigation example: **Before making another purchase**, *require existing supplier to sign a contract guaranteeing delivery quantities. Identify new potential back-up suppliers*.
- o Internal vulnerability example: My company does not have an established procedure for verifying new suppliers. We frequently change suppliers and select suppliers based solely on the lowest price.
  - ✓ OCCP and mitigation example: **Before making another purchase**, *establish a supplier verification program and screen existing suppliers against our verification program requirements. We will not purchase from suppliers that do not pass our supplier verification program requirements*.

1) Based on your vulnerability assessment, have you identified Organic Critical Control Points (OCCPs) in your supply chain? OCCPs must be established for the vulnerabilities where there is the highest risk of fraud or loss of organic status.

☐ My critical control points are documented and I can describe my critical control points at inspection (not required to submit a copy of critical control points unless requested by CCOF).

☐ My critical control points are not documented but I can describe my critical control points at inspection.

☐ Not applicable to my operation

2) For each Organic Critical Control Point, have you developed and implemented mitigation measures to eliminate or reduce the risk for fraud or loss of organic status?

☐ My mitigation measures are documented and I can demonstrate my mitigation measures at inspection (not required to submit a copy of mitigation measures unless requested by CCOF).

☐ My mitigation measures are not documented but I can demonstrate my mitigation measures at inspection.

☐ Not applicable to my operation

F. Monitoring practices, corrective actions, and verification tools to assess the effectiveness of mitigation measures

1) Do you have monitoring procedures to ensure that the mitigation measure for each Organic Critical Control Point is met and corrective actions should your mitigation measures fail?

☐ My monitoring and corrective action procedures are documented, and I can demonstrate them at inspection (not required to submit a copy of monitoring practices unless requested by CCOF).

☐ My monitoring and corrective action procedures are not documented, but I can demonstrate them at inspection.

☐ Not applicable to my operation

2) How do you verify that your Organic Fraud Prevention Plan is effective? Select all that apply.

☐ Internal audits   ☐ Periodic review of records for quality control   ☐ Annual review of Organic Fraud Prevention Plan

☐ Other, describe:

G. A process for reporting suspected organic fraud to certifying agents and the NOP

► *Organic fraud: Deceptive representation, sale, or labeling of nonorganic agricultural products or ingredients as organic.*

1) Describe your criteria for reporting suspected fraud.

Select all that apply:

☐ I report all positive sample results linked to organic products I handle.

☐ I report instances where I have observed fraudulent activity.

☐ I report instances where the quantity of organic product received from a supplier exceeds their known production capacity and can provide credible evidence.

☐ I report instances where an organic product is being offered for sale below market price without reasonable explanation and can provide credible evidence.

☐ I report all other instances where I can provide credible evidence of fraud. Credible evidence may include but is not limited to: photos, screen shots of websites, audit trail records, copies of correspondence, residue sample results, GMO sample results, etc.

☐ Other (describe):

2) What is your process for reporting credible evidence of organic fraud? Select all that apply:

☐ Report to CCOF

☐ Report to supplier's certifying agent

☐ Report to USDA NOP

☐ Report to California Department of Food and Agriculture (CDFA) State Organic Program for operations in CA

☐ Other (describe):

Operation Name: _____   **Date:** _____

►   Complete this form to describe your winemaking process and ingredients and processing aids that may be used in organic grape wine production and handling.

A. Winemaking Process

1) What is your role in wine production? Choose all that apply:

☐ Crush ☐ Fermentation ☐ Filtration ☐ Cellaring/Aging ☐ Bottling ☐ Labeling

☐ Other (describe): _____

2) Is wine handled at multiple facilities?
All facilities that handle wine in any way must be certified. You may only work with locations pre-approved by CCOF.

☐ No ☐ Yes

   a) If yes, attach:

     1. A flow chart describing the flow of wine between facilities. ☐ Attached

     2. A list of the handlers or facilities and their certifiers (if not part of your operation). ☐ Attached

     3. Organic certificates for facilities other than your own. *You must request updated certificates regularly.* ☐ Attached

3) Is wine ever exported to the EU, UK, or Switzerland?

☐ No ☐ Yes, complete the **GMA Wine Approval Application**

B. Labels and Labeling

1) In what form(s) do you package wine?

☐ Retail ☐ Nonretail ☐ No package (explain): _____

2) Products will be labeled (check all that apply):

☐ Made with Organic Grapes ☐ Organic Wine ☐ 100% Organic Wine

If sulfur dioxide is added, wine must not be represented as "Organic" on USA labels, but may display "Made with organic grapes".

Total sulfite concentration in wine labeled "Made with organic grapes" must not exceed 100 ppm, measured prior to bottling.

C. Wine Composition

►   You may only use ingredients, suppliers, and processing aids approved by CCOF. Submit updates for pre-approval before using.

►   You must maintain current organic certificates for all suppliers, contracted co-packers, certified private label brand owners, and any other certified operation you work with.

1) List grape suppliers on your **H2.0A Ingredient Suppliers**. ☐ Attached

2) Complete a **Handler Materials Application (OSP Materials List)** to list all processing aids that may be used during processing of wines (ex: yeast, acids, nitrogen, sulfur dioxide, fining agents).
Only processing aids pre-approved by CCOF and appearing on your OSP Materials List may be used. Failure to request CCOF pre-approval may result in suspension of your organic certification.

☐ Attached ☐ Not applicable, no materials used.

3) If you use any of the following in wines labeled as "Organic Wine", complete an **H2.7 Commercial Availability** form for each nonorganic material (*H2.7 not required if all wines are labeled as "Made with organic grapes"*):

☐ Nonorganic Yeast

☐ Nonorganic Flavors

☐ Nonorganic Colors

☐ Nonorganic Potassium acid tartrate (also known as potassium bitartrate or cream of tartar)

☐ Not applicable, no nonorganic yeast, flavors, colors, or potassium acid tartrate used

4) Do any of your wines contain nonorganic sugar, flavors, or juice?

☐ No

☐ Yes. Complete **H2.0B Product Formulation** for each wine containing nonorganic sugar, flavors, or juice so CCOF can determine if your formulas contain sufficient organic ingredients for your label claim.

5) Are the following ever added to wine? Choose all that may be added:

☐ Water

☐ Salt. If salt may be added, attach a specification sheet listing ingredients.

☐ Not applicable, no water or salt added

NOP §205.105, 205.201, 205.270, 205.300-311, 205.605, 205.606	**ORGANIC WINERY**	OSP SECTION:	**V2.0**

Find all forms at www.ccof.org/documents. Send completed forms to inbox@ccof.org. Page 2 of 2

D. Storage Facilities

1) If off-site facilities are used to store organic ingredients or finished products, complete this table, or attach a list with this information.

☐ Not applicable, no off-site storage   ☐ List Attached

Storage Facility Name & Location	Ingredients/Products Stored	Documentation
		☐ *OC** ☐ *EHA***
		☐ *OC** ☐ *EHA***
		☐ *OC** ☐ *EHA***
		☐ *OC** ☐ *EHA***

*Attach the Organic Certificate (OC) for each certified storage facility listed above.

For any uncertified facilities listed above, attach a CCOF **Exempt Handler Affidavit (EHA). EHA must be completed by the uncertified storage facility manager. *Product must be enclosed in sealed, tamper-evident packages or containers when received by the storage facility and must remain in those packages or containers throughout storage. In addition, the facility may not handle the product in any way other than storage. CCOF will review the EHA and notify you if certification of the storage facility is required.*

Operation Name: _____ **Date:** _____

► As grape wines are finished, complete this form. Multiple wines may be included on a single form. After wines are approved, CCOF will send you a copy of the approved label and the wines will be added to your CCOF Client Profile, available on **MyCCOF.org**.

► Complete this form after completing **V2.0 Organic Winery**. Complete a **H2.0B Product Formulation sheet** for each wine that contains nonorganic agricultural ingredients, e.g., sugar, juice, flavors.

A. Wine Production

1) List finished organic grape wines below or attach a list, including private label brand wines you produce for other operations. *Product detail and brand name will appear on your CCOF client profile (certificate addendum); product detail will appear in in USDA's* **Organic Integrity Database (Integrity)**. ☐ List attached

Product Detail	Brand Name	USA Label Claim:	Packaging Form	Export Market	CCOF Use Only
Ex: 2022 Grenache	*Ex: Celia Cellars*	☒Made w/ organic ☐Organic* ☐100% Organic*	☒Retail ☐Nonretail ☐Unpackaged	*Ex: Canada, EU, Switzerland*	
		☐Made w/ organic ☐Organic* ☐100% Organic*	☐Retail ☐Nonretail ☐Unpackaged		
		☐Made w/ organic ☐Organic* ☐100% Organic*	☐Retail ☐Nonretail ☐Unpackaged		
		☐Made w/ organic ☐Organic* ☐100% Organic*	☐Retail ☐Nonretail ☐Unpackaged		
		☐Made w/ organic ☐Organic* ☐100% Organic*	☐Retail ☐Nonretail ☐Unpackaged		

*If sulfur dioxide is added, wine must not be represented as "Organic Wine" or "100% Organic Wine" on USA labels. Labels may claim "Made with Organic Grapes." Total sulfite concentration in wine labeled "Made with Organic Grapes" must not exceed 100 ppm, measured prior to bottling.

2) Were all wines listed here produced with only the ingredients, processing aids, and handling practices described in your **V2.0 Organic Winery**, **H2.0A Ingredient Suppliers**, and **Handler Materials Application (OSP Materials List)** and following any restrictions on material use as listed on your OSP Materials List?

☐ Yes ☐ No (describe): _____

3) Do production records allow all wines listed here to be traced from receipt of ingredients to sale of finished products, and clearly identify processing aids? *Records must show all ingredients and processing aid additions.*

☐ Yes ☐ No (describe): _____

4) Were all wines listed here produced after you achieved certification? *Wines produced before certification is granted are not eligible to be labeled with organic claims.*

☐ Yes ☐ No (describe): _____

5) If you are requesting international review of your wines, do records show that all organic ingredients in exported wines meet the export market standards requested above?
Wines exported to the EU, UK, or Switzerland are subject to additional requirements, refer to the **GMA Wine Approval Application**.

☐ Not applicable ☐ Yes ☐ No (describe): _____

B. Labels and Labeling

1) Attach all labels including bottle, neck tags, capsule/foil, case, and labels for export outside the USA. *Organic labeling guidelines including guidelines for exported wines are available at www.ccof.org/labeling. Submit all labels to CCOF prior to printing or using.*

☐ Attached. If no labels, explain: _____

2) Are any of the wines listed above **labeled** for you by another certified operation?

☐ No ☐ Yes, labeled by: _____

a) If yes, list which wines are labeled for you: _____

b) If yes, attach labeler(s) certificates. ☐ Attached. *Certificates must list branded products specifically.*

3) Do you own all of the brands listed above?

☐ Yes ☐ No. If No, complete **Co-Packer Application** for each private label brand.

Exempt Handler Affidavit Instructions

1) The CCOF-certified operation completes section A on the following page. This affidavit and any sample audit trail records will become part of the CCOF-certified operation's Organic System Plan (OSP).

2) The uncertified handler completes sections B through F. If an exempt, uncertified handler works with multiple CCOF-certified operations, a separate Exempt Handler Affidavit (EHA) is required for each CCOF-certified operation as activities may vary.

3) A new Exempt Handler Affidavit (EHA) is only required if there is any change in the future, including a change in activities or management of the exempt handler. An updated EHA may be requested by CCOF at any time.

4) CCOF-certified operations will be billed an initial and annual fee for each Exempt Handler Affidavit (EHA), outlined in the **CCOF Certification Services Program Manual**. Refer to the table in section C. If an EHA is submitted but not required or approved by CCOF, billing does not apply.

5) **Certification (not this affidavit) is required for any of the following:**

   a) Storage facilities or warehouses receiving organic product that is not in sealed, tamper-evident* packaging.

   b) Storage facilities where unpackaged product is loaded or unloaded before being loaded into the next transport vehicle (transporter not required to be certified unless otherwise handling).

   c) Broker, traders, wholesalers, or distributors who sell organic products that are not in sealed and tamper-evident* final retail packaging.

   d) Importers of organic products into the United States.

   e) Exporters of organic products for sale in the United States.

   f) Private label or brand owners who purchase organic ingredients for their co-packers.

   g) Private label or brand owners who sell organic products in nonretail packaging or sell finished organic products in packaging that is not sealed or tamper-evident* unless private label brand owner can demonstrate exemption.

   h) Transporters and transloaders who pack, repack, treat, sort, open, enclose, label, or otherwise handle organic products. These activities are not considered transportation.

   i) Transporters and transloaders who combine, split, or containerize organic products where the activity of combining, splitting, or containerizing is not contracted by a certified organic operation or is not described in a certified operation's Organic System Plan (OSP).

   *Brokers, traders, wholesalers, distributors, importers, private label brand owners, and storage facilities are considered handlers per NOP § 205.2 "Handle, Handler". Exemptions from certification requirements are outlined in NOP § 205.101 and **Strengthening Organic Enforcement Final Rule** section A.*

6) ***Tamper-evident packaging** is packaging or a container that is sealed in a manner where an attempt to break the seal, access the contents, or reclose the package would be obvious. For 205.101(e) exemption to apply, either the retail or nonretail package must be sealed and tamper-evident. For 205.101(f) exemption to apply, the retail package must be sealed and tamper-evident, the nonretail package is not relevant.

   a) **Examples of nonretail tamper-evident packaging**: Produce boxes with "DO NOT TAMPER WITH" tape placed across box flaps, sealed bulk bags of flour, sealed drums or totes of olive oil.

   b) **Examples of retail tamper-evident packaging**: Aseptically sealed jars, boxes of individually wrapped granola bars, clamshells with sticker closing the clamshell, zip-top produce bags sealed with sticker or strip that consumer must rip off to open, salad container with film top that must be ripped off to open, produce individually wrapped in plastic, mesh bags with a label that seals the bag and must be ripped off to open.

   c) **Examples of packaging that is NOT tamper-evident:** Clamshells without a sticker closing the clamshell, unsealed zip-top bags, mesh bags with a closure that could be removed without damaging the packaging or label, produce with PLU label not enclosed in any packaging, baled hay.

7) A helpful resource to determine if certification is required is CCOF's **Organic Certification Self-Assessment**.

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Exempt Handler Affidavit

A. CCOF-Certified Operation

The CCOF-certified operation completes section A.

1) Name of CCOF operation working with uncertified handler: _____

2) Describe the business relationship between your operation and the uncertified handler. Include the activities performed by the uncertified handler on your behalf

_____

B. Uncertified Handler

The uncertified handler completes sections B through F.

Uncertified handler operation name: _____

Manager/Owner name: _____

Email: _____

Phone: _____   Website: _____

Address: _____

Describe your role in the organic supply chain for the CCOF-certified operation named in section A.

_____

C. Exemptions

Uncertified Handler – Indicate the exemption that describes your operation, you may select more than one option:

1)	☐ I operate a storage facility used by the CCOF-certified operation listed in section A to store product in sealed, tamper-evident packaging*. *NOP § 205.101(e)*	This form is **required**
2)	☐ I am a broker, trader, wholesaler, or distributor who takes title or physical possession of organic products. Products are sealed in tamper-evident* final retail packaging and remain in that packaging while in my control. That product (retail labeled, sealed, tamper-evident*) is supplied to the CCOF-certified operation listed in section A. *NOP § 205.101(f)*	This form is **required**
3)	☐ I am a private label or brand owner and the CCOF-certified operation packs organic products into my brand(s). I do not process products. *NOP § 205.2 ("handle"), 205.101(b), 205.101(c), 205.101(e), 205.101(f)*	This form may be **required** by CCOF
4)	☐ I am a licensed customs broker who does not take ownership or physical possession of organic products. I do not sell, import, or trade organic products. *NOP § 205.101(g)*	This form is *optional*
5)	☐ I am a logistics broker, e.g., freight forwarder. I arrange for movement and storage but do not take ownership or physical possession of organic products. I do not sell, import, or trade organic products. *NOP § 205.101(h)*	This form is *optional*
6)	☐ I am a transporter or transloader and am only responsible for the transport of organic products. I do not store, pack, repack, treat, sort, open, enclose, label, or otherwise handle organic product. *NOP § 205.2 ("handle")*	This form is *optional*
7)	☐ I am a transporter or transloader contracted/hired by a certified operation. I may combine, split or containerize organic products as contracted by the certified operation and described in their Organic System Plan (OSP). *NOP § 205.2 ("handle")*	This form is *optional*
8)	☐ I facilitate sale or trade of unpackaged product and/or live animals. *Certification may be required.* *NOP 205.2 ("handle")*	This form is **required**
9)	☐ Other, describe activities: _____	This form is **required**

Where this form is noted as optional above, CCOF reserves the right to require the form to determine compliance with NOP § 205.101.

D. Exemption Verification

Uncertified handler, complete this section. Answer these questions about the handling you perform for the CCOF-certified operation named in section A. If you work with other CCOF-certified operations, you will need to complete additional Exempt Handler Affidavits to describe the handling you perform for each operation. CCOF will review answers to determine if exemption applies.

		Yes	No
1)	Do you handle unpackaged products? Examples: tankers, grain elevators or silos, bulk railcars/truckloads of unpackaged product, livestock. *Operations that store, sell, or otherwise handle unpackaged products must be certified. Transport of unpackaged products or livestock may not require certification, provided the certified operation's Organic System Plan describes transport practices and records.*	☐	☐
	a) If yes or unsure, describe:		
2)	Do you combine, split, or containerize organic products?	☐	☐
	a) If yes or unsure, describe:		
3)	Do you relabel, repack, package, enclose, or apply any label that alters or obscures the original label or lot number/code? *Repacking includes placing product into other packaging that displays organic claims.*	☐	☐
	a) If yes or unsure, describe:		
4)	Do you sort, recondition, cull, ice, hydro cool, hydro vacuum, or otherwise process organic product in any way?	☐	☐
	a) If yes or unsure, describe:		
5)	Do you treat organic products or apply any substance to the organic product such as water, ethylene, sanitizers, pesticides, or controlled atmosphere treatment?	☐	☐
	a) If yes or unsure, describe:		
6)	Does organic product ever contact cleaners, sanitizers, pest control materials, nonorganic products, water that has contacted nonorganic products, or other materials while under your control?	☐	☐
	a) If yes or unsure, describe:		
7)	Do you import organic products into the United States?	☐	☐
	a) If yes or unsure, describe:		
8)	Do you export organic products from a foreign country to the United States?	☐	☐
	a) If yes or unsure, describe:		
9)	Is the organic product packaged or enclosed in a sealed, tamper-evident* container prior to being received or acquired by your operation, and does it remain in that same sealed, tamper-evident* container while under your control?	☐	☐
	a) If yes, describe how packaging is sealed and tamper-evident* or attach a photo:		
	b) If no, describe:		

10) How is the organic product labeled when you receive, acquire, or purchase it? Attach an example of product labeling.

☐ Product is in final retail labeling. Attach example label. *Retail label = Labels affixed to containers intended to be purchased and carried home by a consumer (retail purchaser).*

☐ Product is labeled nonretail. Attach example label. *Nonretail = Any container used to ship or store organic products, other than containers used for retail sale of the product. Nonretail labels must identify product as organic and display the lot number or other unique information that links to the audit trail records.*

☐ Product is unlabeled bulk. Attach example signage. *Temporary signage must indicate organic status and include lot number.*

☐ Not applicable, I do not receive, acquire, or purchase the organic product, describe:

	Yes	No
11) Do your audit trail records for each shipment include the information described in section E below? You may attach sample documents to demonstrate your system; all records must be provided to the CCOF-certified operation and will be verified during CCOF inspections. *Your audit trail records must link back to the last certified organic operation.*	☐	☐
12) Do you take physical possession of organic products; are organic products received at a location that you own or lease?	☐	☐
13) Do you buy (take ownership/title), sell, or trade organic products, or facilitate the sale or trade of organic products on behalf of a seller or yourself? *Exemption 205.101(e) does not apply if you buy, sell, or trade organic products.* a) If you facilitate the sale or trade of organic products, describe:	☐	☐
14) Do you prepare organic products for shipment? *Preparing for shipment = putting packaged products into shipping containers, applying internal tracking numbers, shrink-wrapping shipping cartons to a pallet, breaking down pallets of fully packaged products, adding protective packaging to nonretail containers, packing individual packaged products onto a shipping pallet, loading/unloading packaged products onto or from transport vehicles.* a) If yes, describe how you prepare products for shipment:	☐	☐
15) Transporter or transloader – Do you load or unload unpackaged products at uncertified locations? *Certification of location(s) where unpackaged products are loaded or unloaded is required. Transport of unpackaged products or livestock may not require certification, provided the certified operation's Organic System Plan describes transport practices and records.* ☐ Not applicable, I am not a transporter or transloader.	☐	☐

16) Private label brand owner – Do you ever purchase ingredients sent to co-packers?
 	
☐ Not applicable, I am not a private label brand owner
   a) If yes, are purchased ingredients in sealed, tamper-evident, retail packaging?
     ☐ No, purchased ingredients are nonretail packaged or not in tamper-evident packaging. *Certification of label owner is required; certificate must list purchased ingredients.*
     ☐ Yes. Attach example label.
	☐	☐

17) Private label brand owner – Do you ever take physical possession of ingredients sent to co-packers?
 	
☐ Not applicable, I am not a private label brand owner
   a) If yes, are ingredients in sealed, tamper-evident packaging?
     ☐ No, ingredients are not in tamper-evident packaging. *Certification of label owner as a storage facility is required.*
     ☐ Yes. Attach photo showing how packaging is tamper-evident.
	☐	☐

18) Private label brand owner – Attach any additional information including references to USDA NOP regulations or other regulations that you believe justify your activities as exempt from certification. *Certification may not be required if you qualify for exemption under 205.101(b), 205.101(e), 205.101(f), or do not perform any activities outlined in 205.2 "Handle."* ☐ Not applicable, I am not a private label brand owner ☐ Attached		
19) Storage facility – indicate the type of storage: ☐ Not applicable, I am not a storage facility ☐ Dry storage ☐ Cold storage ☐ Freezer storage ☐ Other, describe:		

20) Broker, trader, wholesaler, distributor

☐ Not applicable, I am not a broker

   a)   Describe how frequently you change organic suppliers:

E. Audit Trail Records

Uncertified Handler – CCOF-certified operations may only work with exempt handlers who provide full traceability back to the last certified operation for each shipment. The following are required for traceability:

1) 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.

2) Purchase invoices, receipts, bills of lading (BOL), and other audit trail records must:

- Designate products as organic AND

- Include a description of the product, date of transaction, and amount transferred. You may strike out pricing information, provided organic status and quantity is legible.

3) Exempt handler records and the last certified operation's records must link:

- The last certified operation that handled the product must be listed on exempt handler invoices/records AND/OR

- Lot numbers applied by the last certified operation to nonretail containers must match lot numbers on exempt handler audit trail records AND

- 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.

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

5) Documents generated by the last certified operation proving purchase, delivery, and/or transfer to the exempt handler must be provided to the CCOF-certified operation.

- Exempt handler audit trail records must link directly back to the last certified operation, including transport, storage, processing/handling, shipping, and/or distribution. Documents must show that organic integrity was maintained: organic products did not come into contact with nonorganic products or prohibited materials such as fumigants.

6) All certified suppliers must be approved by CCOF as part of the certified operation's Organic System Plan (OSP). Notify your CCOF-certified buyer prior to changing suppliers.

Exempt operations must maintain records per NOP § 205.101(i). CCOF-certified operations must maintain records per NOP § 205.103. If CCOF inspectors cannot track organic product back to the last certified operation, sourcing organic products from the exempt handler may be considered a noncompliance.

F. Exempt Handler Statement

I, the owner or legally authorized representative, attest that I am qualified to assess the validity of the statements in this affidavit and the statements are true and accurate to the best of my knowledge. Note that per NOP 205.100(c)(2), any person falsifying statements to an accredited certifying agent shall be subject to the provisions of section 1001 of title 18, United States Code.

I acknowledge the above requirements for audit trail records and disclosure to the CCOF-certified operation and understand that failure to meet the audit trail record requirements or disclose records to the CCOF-certified operation may be cause for CCOF to rescind approval of my operation as an approved exempt organic handler and may be cause for compliance action against the CCOF-certified entity.

_____

Name (Manager/Owner of Exempt Handler)   Signature (Digital, Ink, or E-Verified)   Date

*Visit **www.ccof.org** to apply for certification. Questions about the certification process? Email **getcertified@ccof.org**.*

CCOF reserves the right to inspect any facility storing or handling organic product owned by a CCOF-certified operation per NOP 205.400(c). If the exempt handler misrepresents policies or procedures as stated on this affidavit or acts in a manner that might jeopardize organic integrity or tracking of the organic product, the CCOF- certified operation working with the exempt handler will be notified. The CCOF-certified operation will be held responsible for correcting any noncompliance issues. CCOF will report uncertified handlers who are handling organic products but are not exempt to the USDA NOP for investigation and potential civil penalties.

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Global Market Access (GMA) Application

Find this form at www.ccof.org/resources

► The CCOF GMA program reviews your operation for compliance with the equivalence arrangements between:
  o USDA National Organic Program (NOP) with Canada, the EU, UK, Japan, Korea, Switzerland, and Taiwan
  o Canada Organic Regime (COR) with the US, the EU, UK, Japan, Switzerland, and Taiwan
► Complete information regarding program and export market requirements and fees can be found in the **GMA Program Manual**.

You will be enrolled in the GMA program if you check any of the following:

► **I am in the US (certified to NOP), and I:**
  ☐ Export CCOF certified organic products to Canada, the EU, UK, Japan, Korea, Switzerland, Taiwan from the US.
  ☐ Design labels for products that will be sold in Canada, the EU, UK, Japan, Korea, Switzerland, or Taiwan.
  ☐ Sell CCOF certified organic products to any buyer who requires international verification.

► **I am in Mexico (certified to NOP), and I:**
  ☐ Export CCOF certified organic products to Canada from Mexico.
  ☐ Design labels for products that will be sold in Canada.
  ☐ Sell CCOF certified organic products to any buyer who requires Canadian verification.

► **I am in Canada (certified to COR), and I:**
  ☐ Export CCOF certified organic products to the US, the EU, UK, Japan, Switzerland, or Taiwan from Canada.
  ☐ Design labels for products that will be sold in the US, the EU, UK, Japan, Switzerland, or Taiwan.
  ☐ Raise livestock or make livestock products that are exported to the US from Canada.
  ☐ Sell CCOF certified organic products to any buyer who requires international verification.

The following require a different CCOF program and application:

► **Mexico Compliance Program:** US based operations who plan to export to Mexico.
  www.ccof.org/page/ccof-international-programs
► **GMA Wine program:** US operations who plan to export wine to the EU, UK, or Switzerland. You must complete the GMA application (this form) and the **GMA Wine Approval Application**.

A. General Information

Operation Name:	Client Code:	Date:

1)	Which foreign markets are you planning to export to, directly or indirectly (as an ingredient or through brokers/traders, etc.)?	☐ Canada ☐ EU/UK ☐ Japan ☐ Korea ☐ Switzerland ☐ United States ☐ Taiwan ☐ Other:
2)	*Growers:* What crops do you plan to export directly or indirectly (as an ingredient or through brokers/traders, etc.) to these foreign markets?	☐ N/A, I do not grow crops. ☐ All crops from all parcels. ☐ Limited, describe:
3)	*Handlers:* Submit a **Product Application** to indicate which products will be exported directly or indirectly (as an ingredient or through brokers/traders etc.) to these foreign markets. *Brokers:* Submit your **H2.6 Broker Suppliers** list to indicate which products will be exported.	☐ **Product Application** or **H2.6 Broker Suppliers** attached
4)	How do you prevent export of products that are not compliant for the destination market? *Select all that may apply.*	☐ Crops, ingredients, and finished products meeting different international standards are separated and clearly labelled in storage. ☐ Inventory system tracks ingredients that are compliant for export. ☐ Lot coding system indicates products that are compliant for export. ☐ Sales system only allows export of compliant products. ☐ Customer is responsible for export. I indicate each product's international compliance to my customer. ☐ All parcels are compliant for all international markets. ☐ Other, describe:

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Global Market Access (GMA) Application

B. Labeling and Product Identification

► **All labels used for exported products must meet the labeling requirements of the importing country.** Each country has different labeling requirements. Review the **International Market Labeling Guide** for more information. CCOF only reviews English or Spanish language and national organic seals. Work with your importer to ensure that labels meet other requirements in the destination market, in addition to organic requirements.

1)	How are your exported products labelled? *Select all that may apply to any exported product. Ensure export labels and documents meet requirements in the International Market Labeling Guide.*	☐ I use export labels that are different from my domestic labels. *Submit all export labels to CCOF for pre-approval prior to printing.* ☐ I use the same labels that are already approved for domestic sales. ☐ Importer labels product and has ensured that labels meet the requirements of the destination market. *CCOF does not review labels applied by your importer.* ☐ Product is bulk/wholesale (non-retail) and required information is provided in shipping/sales documents. *Allowed for EU, Japan, Korea, Switzerland, Taiwan, and UK. Allowed for export to Canada only when product is unpackaged i.e. shipped by railcar.* ☐ N/A, do not directly export. Describe:
2)	For products exported to Japan, how is the JAS seal applied? *Visit www.ccof.org/japan for more information.*	☐ N/A, no products exported to Japan. ☐ JAS certified importer applies their JAS seal in Japan. *CCOF does not review labels applied by your importer.* ☐ I have signed a JAS Seal Consignment Contract with my JAS certified importer to apply their JAS seal directly to products in the US or Canada. *Submit labels for inclusion in your OSP.* ☐ I have direct JAS certification through a JAS accredited certifier. *Enrollment in the CCOF Global Market Access program for verification to the US/Japan equivalence arrangement is not needed.*
3)	Do your export labels meet domestic labeling requirements?	☐ No. Containers and documents are marked "For Export Only" and evidence will be available during CCOF inspections. *Required.* ☐ Yes. Export labels meet domestic labelling requirements.

C. NOP Exports (Operations in the US/Mexico): Terms and Critical Variances (Only answer for applicable markets)

► If you are exporting products produced or manufactured by other operations, you will need to demonstrate that the entire supply chain is compliant or equivalent to the destination market. CCOF does not require additional verification for NOP certified products when they are not at risk of the critical variances for the destination market.

Market	Management Practice/Concern	Answer
Canada	1) *Growers:* Do you use hydroponic or aeroponic production methods?	☐ N/A, I do not grow crops. ☐ No, hydroponic/aeroponic methods are not used. ☐ Hydroponic/aeroponic methods are used for some crops but not others. Describe: ☐ Yes. *Prohibited.*
Canada	2) *Growers:* Do you use sodium (Chilean) nitrate on your crops?	☐ N/A, I do not grow crops. ☐ No, I do not use sodium nitrate on my crops. ☐ Sodium nitrate is used on some crops but not others. Describe: ☐ Yes. *Prohibited.*
Canada	3) *Handlers:* Do you have supplier documentation that exported products were not produced with hydroponic or aeroponic methods?	☐ N/A, I do not source products from other suppliers. ☐ N/A, I plan to export products to Canada that are not high-risk for hydroponic or aeroponic production. *High risk crops: container grown annual crops (excluding annual seedlings), container grown strawberries. See www.ccof.org/canada for current list of high-risk crops.* ☐ Yes, I have attached **supplier attestation** or certifier verification for any ingredients/products at high-risk for hydroponics or aeroponics. Products containing high-risk crops without supplier documentation will not be exported to Canada. *Indicate compliant suppliers on your H2.0A or H2.6 supplier list.* ☐ No. *Prohibited.*

Global Market Access (GMA) Application

Market	Management Practice/Concern	Answer
Canada	4) *Handlers:* Do you have supplier documentation that exported products were not produced using sodium (Chilean) nitrate?	☐ N/A, I do not source products from other suppliers. ☐ N/A, I plan to export products to Canada that are not high-risk for sodium nitrate. *High risk crops: carrots, celery, some cole crops, fresh tomatoes, some leafy greens, some grains, onions, potatoes, tobacco, some citrus. See www.ccof.org/canada for current list of high-risk crops.* ☐ Yes, I have attached **supplier attestation** or certifier verification for any ingredients/products at high-risk for sodium nitrate. Products containing high-risk crops without supplier documentation will not be exported to Canada. *Indicate compliant suppliers on your H2.0A or H2.6 supplier list.* ☐ No. *Prohibited.*
Canada	5) Do all organic non-ruminant livestock & livestock products meet the livestock stocking rates set forth in the Canadian Standard?	☐ N/A, not exporting non-ruminant livestock products or ingredients. ☐ Yes, all non-ruminant livestock & products meet the stocking rates. I have attached **supplier attestation** or certifier verification for any non-ruminant livestock ingredients/supplies. ☐ Only some meet the stocking rates, others do not. Describe: ☐ No. *Prohibited.*
Korea	6) Are products planned for export considered "processed foods" as defined by **Korean Food Code** (i.e. transforming raw commodity so that the original form cannot be recognized)?	☐ Yes, I plan to export processed food as defined by Korean Food Code. ☐ Some products I plan to export are raw, unprocessed, or non-food products. Describe: ☐ No. *Prohibited.*
Korea	7) Does final processing (as defined in the **Korean Food Code**) occur in the U.S.?	☐ Yes, I plan to export products processed in the US. ☐ Some products I plan to export are processed outside the US. Describe: ☐ No. *Prohibited.*
EU, UK, Switzerland, Japan, Taiwan	8) Does production or final processing/packaging occur in the US?	☐ Yes, I plan to export products produced, processed or packaged in the US. ☐ Some products I plan to export are produced, processed or packaged outside the US. Describe: ☐ No. *Prohibited.*
Japan	9) Is alcohol both processed and packaged in the US?	☐ N/A, I do not produce alcohol. ☐ Yes, I plan to export alcohol that is both processed and packaged in the US. ☐ Some alcohol products I plan to export are processed or packaged outside the US. Describe: ☐ No. *Prohibited.*
Japan	10) Does wine certified to the USDA NOP "Organic" standard meet the following requirements? • Export labels must display the JAS seal. *(USDA seal is also permitted).*	☐ N/A, I do not produce wine certified to the USDA NOP "Organic" standard. ☐ Yes, I plan to export wine certified to the USDA NOP "Organic" standard that meets these requirements under the US/Japan equivalence arrangement. I will request a TM-11 export certificate for exports of these products. ☐ No. *Prohibited.*
Japan	11) Does wine certified to the USDA NOP "Made with Organic" standard meet the following requirements? • Export labels must display the JAS seal. *(USDA seal is not permitted).* • Export labels must make an "Organic" claim and remove the "Made with organic grapes" claim.	☐ N/A, I do not produce wine certified to the USDA NOP "Made with Organic" standard. ☐ Yes, wine certified to the USDA NOP "Made with Organic" standard meets these requirements. ☐ No. *Wine labelled "Made with Organic Grapes" may be exported to Japan outside of the US/Japan equivalence arrangement. See section D for additional information.*

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D. NOP Exports (Operations in the US/Mexico): Equivalence Exclusions

Market	Product	Details
Canada	1) Pet food, personal care products, and natural health products	These products are not covered by the equivalence arrangement but may be sold as NOP certified in Canada. Reference to COR is prohibited.
EU, UK, and Switzerland	2) Wine	Wine must meet organic winemaking requirements of the destination market. If you produce or export wine to the EU, UK or Switzerland, complete the **GMA Wine Approval Application** in addition to this application.
EU, UK, and Switzerland	3) Cosmetics	Cosmetics are not covered by the equivalence arrangement and may not be labelled with the EU seal. The production and labelling of organic cosmetics is not regulated at the EU level. Operations should contact their importer or national authorities for country-specific requirements.
Japan	4) Non-food processed products and honey	These products are not covered by the equivalence arrangement but may be sold as NOP certified in Japan. Reference to JAS is prohibited. Products containing honey (up to 5%) may be exported under the arrangement.
Japan	5) Wine certified to the USDA NOP "Made with Organic" standard and displaying "Made with Organic Grapes" on the label	Wine that is certified to the USDA NOP "Made with Organic" standard and making "Made with Organic Grapes" label claims may be exported to Japan outside the US/Japan equivalence arrangement. These products: • May not use the USDA or JAS seals or be represented as "Organic." • May use a certifier logo, provided that it does not include an "Organic" claim*. See the CCOF Labeling & Logos webpage to download a CCOF seal that does not include the term "Organic". These wines will not be reviewed under the CCOF Global Market Access Program as they are outside the scope of the equivalence and do not require a TM-11 export certificate. Your operation is responsible for ensuring that these requirements are met for exports to Japan. *Japan has granted a grace period until March 31, 2027, allowing continued use of certifier logos that include the term "organic".*
Korea	6) Raw/unprocessed foods and non-food processed products	Raw/unprocessed food and non-food products are not covered by the equivalence arrangement.
Taiwan	7) Honey	Pure honey is excluded from the equivalence arrangement. Processed products containing honey may be exported under the arrangement.

COR Exports (Operations in Canada only): Terms and Critical Variances (Only answer for applicable markets)

► If you are exporting products produced or manufactured by other operations, you will need to demonstrate that the entire supply chain is compliant or equivalent to the destination market. CCOF does not require additional verification for COR certified products when they are not at risk of the critical variances for the destination market.

Market	Management Practice or Product	Answer
US	1) Do you produce or use product produced from livestock treated with antibiotics?	☐ N/A, not exporting livestock products. ☐ No, livestock products were produced without antibiotics. *Handlers must provide supplier self-attestation or certifier verification.* ☐ Yes. *Prohibited.*
EU, UK, and Switzerland	2) Are all unprocessed plant products, live animals or unprocessed animal products, and vegetative propagating material and seeds for cultivation grown in Canada?	☐ N/A, only processed products exported. ☐ Yes, all grown in Canada. ☐ No. *Prohibited.*

E. COR Exports (Operations in Canada only): Equivalency Exclusions

Market	Product	Details
Japan	1) Seaweed and honey	These products are not covered by the equivalency but may be sold as COR certified in Japan. Reference to JAS is prohibited.
Taiwan	2) Honey	May not be sold as organic in Taiwan.

CCOF Mexico Compliance Program Application

Find all forms at www.ccof.org/documents. Send completed forms to inbox@ccof.org.

► **Complete this form to enroll in the Mexico Compliance Program for certification or recertification to the Mexico organic standards (Ley de Productos Orgánicos). Your operation needs to enroll in this program if located in Mexico, exporting products with organic claims to Mexico, or selling products as organic in Mexico.**

► The Mexico Compliance Program is dependent on certification to the US National Organic Program as a base level of compliance.

► Program fees apply, as described in the Mexico Compliance Program Manual.

A. General Information

Operation Name:	Date:
1. Review the standards and requirements of this program in the Mexico Compliance Program Manual.	☐ Yes, I have reviewed Mexico Compliance Program Manual Comments/Questions:
2. You must maintain a complaint file to address complaints pertaining to your organic practices.	☐ Yes, I keep a complaint file.[1]
3. Are you currently certified organic by a certification agency other than CCOF?	☐ No ☐ Yes, Certifier: Attach current certificates, recent compliance notices, letters, and a signed release of certification data.
4. What products or crops do you plan to sell as organic in Mexico?	☐ All ☐ Limited. Describe:
5. How do you prevent sale of products in Mexico that are not compliant with the Mexico organic standards? *Select all that apply*	☐ All products are compliant for sale in Mexico. ☐ Ingredients and finished products that are compliant for sale in Mexico are separated and clearly labelled in storage. ☐ Inventory system tracks ingredients that are compliant for sale in Mexico. ☐ Lot coding system indicates products that are compliant for sale in Mexico. ☐ Sales system only allows sale in Mexico of compliant products. ☐ Other, describe:
6. Provide an estimate of expected organic production for each crop or product, by weight or volume. *Operations located outside Mexico: only include crops/products to be sold in Mexico*[2]	☐ Complete this table and/or attach additional pages. *Crop/product* / *Amount* / *Unit (i.e. kg, L, t)* ☐ Additional pages attached.

Table for item 6:

Crop/product	Amount	Unit (i.e. kg, L, t)

B. Crop, Wild Harvest, and Mushroom Production Practices and Materials

☐ NA, no crop production of any kind.

Practice	Answer	Requirement
1. Are you requesting an exemption to utilize non-organic seeds and/or planting stock if equivalent varieties are not commercially available in organic form?	☐ No ☐ Yes, describe use of seed and/or planting stock in OSP G3.0 form.	Required.[3]

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	Practice	Answer	Requirement
2.	Are you requesting retroactive recognition of a 3-year land conversion exemption?	☐ No ☐ Yes *If yes, you must provide a three-year land history with each parcel application, including the results of any pesticide residue testing, if applicable.*	Required.[4]
3.	Are any of your organic crops from hydroponic production?	☐ No ☐ Yes, list crops and parcels:	Production without soil (for example, production in inert substrate) is prohibited.[5]
4.	Are any of your organic crops from container production?	☐ No, go to question 5 ☐ Yes, list crops and parcels _____ , **and answer 4a below.** **4a**. Is in-ground production of the specific crops(s) viable based on the characteristics of the crop and/or the agroecological conditions of your parcel? ☐ Yes, go to question 5. ☐ No, in-ground production is <u>not</u> viable. **Answer question 4b below.** **4b.** Mark all applicable technical justifications for why in-ground production is not viable: ☐ I grow sprouts, mushrooms, or annual seedlings (transplants). ☐ Local soil type is not conducive to in-ground production due to high clay content, low porosity, low levels of organic content, and/or pH is too low/high. ☐ Crops are susceptible to local soil borne pathogens or other pests. ☐ Container production allows for water conservation because water is recirculated, incorporates methods and/or technologies to use water efficiently and/or use of water is reduced by producing this crop in containers. ☐ Other. Explain:	Prohibited, unless specific conditions are met. See Mexico Compliance Program Manual 3.2.3 for requirements.[6]
5.	Do you use sodium nitrate (Chilean nitrate, NaNO$_3$) in your organic crop production?	☐ No ☐ Yes, list crops and parcels:	Prohibited.[7]
6.	Is your use of all plastic, such as irrigation tubing, container production pots, bags, etc., in compliance with the Mexico Compliance Program Manual requirements?	☐ NA, no plastic used ☐ Yes ☐ No, explain plan to meet this requirement:	See Mexico Compliance Program Manual 3.2.4 for requirements on plastics.[8]
7.	Wild harvest operations only: Do you have a current wild harvest permit or registration from SEMARNAT (Mexico's Secretary of the Environment and Natural Resources)?	☐ NA, no wild harvest ☐ Yes ☐ No, explain plan to meet this requirement:	Required.[9]
8.	Wild harvest operations only: Do all collection areas have buffer zones of at least 25 meters, where adjacent to asphalt roads and/or nonorganic production?	☐ NA, no wild harvest ☐ Yes ☐ No, explain plan to meet this requirement:	Required.[10]

4 ALOOA Article 12
5 Agreement which makes public the Guidelines for Organic Operations of farming and livestock activities (ALOOA) Article 30
6 ALOOA Article 5
7 ALOOA Article 4 "National List"; Article 31; Table 1 of Annex 1
8 ALOOA Article 51
9 ALOOA Article 58
10 ALOOA Article 56

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Practice	Answer	Requirement
9. Mushroom production operations only: do all outdoor mushroom production locations have a buffer zone of at least 35 meters from surrounding nonorganic fields?	☐ NA, no mushroom production, or all mushroom production takes places indoors ☐ Yes ☐ No, explain plan to meet this requirement:	Required.[11]
10. Mushroom production operations only: is all non-municipal water used in mushroom production tested for compliance with applicable water quality requirements?	☐ NA, no mushroom production, or only municipal water used in mushroom production ☐ Yes ☐ No, explain plan to meet this requirement:	Required.[12]

C. Processor/Handler Practices[13]

☐ NA, no processing/handling.

Management Practice	Answer	Requirement
1. Do you market any products as organic in Mexico?	☐ No. Stop, this section is complete. ☐ Yes, complete this section about the products to be marketed as organic in Mexico.	Product marketed as organic in Mexico must comply with the LPO.[14]
2. If located in Mexico, are all suppliers certified organic to the Mexico organic standards (LPO) or verified as compliant with the Canada Mexico Organic Equivalence Arrangement (CMOEA)[15]?	☐ NA, not located in Mexico. ☐ Yes. Attach LPO certificates or COR certificates. **Go to question 4.**	Required. See section 2.10 of the Mexico Compliance Program Manual.[16]

3. If located in the United States, are all suppliers certified organic to the Mexican organic standards (LPO)?	☐ NA, not located in the United States.
	☐ Yes. Attach LPO certificates. **Go to question 4.**
	☐ No. I request recertification of my finished product to be exported to Mexico. Complete the following questions:
	3a. Have you resolved all Conditions and Noncompliances from your last inspection?
	   ☐ Yes
	   ☐ No, attach responses.
	3b. Are suppliers located in Mexico certified to the LPO standard?
	   ☐ Yes, attach LPO certificates.
	   ☐ No. *Required.*
	3c. Are suppliers located outside Mexico certified to the Mexico (LPO), US, Canada, European Union, or Japan standards?
	   ☐ Yes, attach certificates. If not already provided to CCOF.
	   ☐ No. *Required*
		See section 2.10 and 2.11 of the Mexico Compliance Program Manual.[17]

4. Are all co-packing facilities in Mexico certified to the Mexican organic standards (LPO)?	☐ NA, no co-packers in Mexico. ☐ Yes. Attach certificates for co-packers in Mexico. ☐ No. Explain and list co-packers/locations:	Required.

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11 ALOOA Article 161
12 ALOOA Article 162
13 ALOOA Articles 164; 166; 200; 204; 258; 259
14 LPO Article 33; SENASICA Circular No. 022/2016
15 SENASICA has recognized the Canadian Organic Regime as an equivalent standard. The equivalence applies to products grown or produced in Canada or whose final processing and packaging occurs in Canada. COR certified products must be accompanied by a Control or International Transaction Document. The terms of the arrangement are available on the CFIA and SENASICA websites.
16 ALOOA Articles 200, 204, 212, 214, 258, 259; Circular 48/2020
17 ALOOA Articles 200, 204, 212, 214, 258, 259, Annex 3 O-SQ-F-02 ; Circular 48/2020

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D. Labeling

All labels must comply with the requirements of the country in which they are sold. All labels must be submitted to CCOF for approval prior to printing. **Please review the Mexico Compliance Program Manual for specific requirements and details.**

☐ NA, no labels for products sold as organic in Mexico.

Labeling Practice	Answer	Requirement
1. Do all non-retail containers, wholesale containers, produce boxes, or accompanying documents (BOLs, invoices, etc.) contain the required information?	☐ NA, no non-retail containers used ☐ Yes ☐ No, explain plan to meet this requirement:	All labels must be submitted to CCOF for approval and must meet the labeling requirements in the MCP Manual.[18]
2. Has all retail packaging for product to be sold as organic been submitted to CCOF for review and approval?	☐ NA, no retail packaging for organic product ☐ Yes ☐ No, explain:	All labels must be submitted to CCOF for approval and must meet the labeling requirements in the MCP Manual.[19]
3. Do you plan to use the Mexican national organic seal on any packaging or labels for products certified under the Mexico organic standards?	☐ NA, no packaging or labels ☐ No ☐ Yes. For each product to be labeled with the seal, indicate the volume and production lot:	Lot numbering systems must be described in the OSP forms G8.0 or H5.0. Volume and production lots will be verified at annual inspections.[20] Written certifier approval required prior to use of the seal.[21]

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[18] ALOOA Articles 191; 198
[19] ALOOA Articles 201; 202; 204; Agreement which discloses the national seal of organic products and the general rules are established for use in the labeling of products certified as organic (DN)
[20] ALOOA Article 254
[21] DN Article 12; DGIAAP/SENASICA Circular N° 74/2021

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Global Market Access (GMA) Wine Application

Find this form at www.ccof.org/documents. Send completed forms to inbox@ccof.org.

Complete this form to enroll in the CCOF GMA Wine programs for the EU, UK or Switzerland.

You must also complete the GMA Program Application.

► You should enroll in this program if you produce wine that may be exported from the US or Canada to the EU, UK or Switzerland.

► Enrollment means that CCOF will review your wines to determine their eligibility for export to the EU, UK or Switzerland.

► Please review the **CCOF Global Market Access Program Manual**.

A. Wine – Verification of Eligibility for Approval for the EU, UK or Switzerland

Wine must meet the production and labeling requirements of the destination market; Regulation (EU) 2018/848 or the EAER Ordinance on Organic Farming.

Operation Name:	Client Code: Date:
1. Which foreign market(s) do you require equivalence verification for?	☐ EU ☐ UK ☐ Switzerland
2. Do any wines contain added sulfites (less than 100 ppm total)?	☐ No ☐ Yes. Wines containing added sulfites may be exported to the EU, UK or Switzerland with an "Organic" label claim ("Made with Organic Grapes" claim is prohibited). All shipping containers and shipping documents must be clearly marked "For Export Only".[1]
3. Do you have documentation that all bulk wine suppliers meet the winemaking requirements described in section B below for each requested foreign market?	☐ Yes, attach certificates or certifier affidavits for any suppliers not certified by CCOF. ☐ N/A, no bulk wines sourced.
4. Do you have documentation that all wineries contracted to produce your wine meet the winemaking requirements described in section B below for each requested foreign market?	☐ Yes, attach certificates. If you do not produce wine on site stop, this form is complete. ☐ N/A, no wineries contracted to produce wine.

B. EU, UK and Swiss Winemaking Requirements

Be prepared to demonstrate compliance with the following EU, UK and Swiss winemaking requirements at your inspection. Wines made with prohibited practices/materials may not be exported to the EU, UK or Switzerland. If a prohibited management practice or material is used for only some wine, but not all, please indicate this to CCOF.

Management Practice	Answer	EU, UK & Swiss Status
1. Do you use nonorganic versions of any the following substances: ▪ Casein ▪ Egg albumin ▪ Gelatin ▪ Gum Arabic ▪ Pea protein ▪ Potato protein ▪ Tannins ▪ Wheat protein ▪ Yeast ▪ Yeast extracts	☐ No, only organic versions of these substances are used. ☐ Yes, I use nonorganic versions of these substances because organic versions are not commercially available in the form, quantity, quality, or essential function required. *Be prepared to demonstrate your search for organic versions at inspection. If an organic version is commercially available, you must use it. Cost cannot be a factor in determining commercial availability. These substances may not be used in "Organic" wine sold in the US, limited only to "Made with Organic" wine for US sales.* ☐ Yes, I use nonorganic versions of these substances, but organic versions are commercially available. *Prohibited.*	Organic required when commercially available. If nonorganic is used, must demonstrate at inspection that an organic version is not commercially available.[2]
2. Do you use nonorganic versions of any the following substances: ▪ Aleppo pine resin ▪ Potassium Acid Tartrate (Cream of Tartar)	☐ No, only organic versions of these substances are used. ☐ Yes. *Allowed.*	Nonorganic versions of these substances are allowed.[3]

[1] CIR (EU) 2021/1165 Annex V Part D; EAER Ordinance on Organic Farming Article 3b
[2] CIR (EU) 2021/1165 Annex V Part D; EAER Ordinance on Organic Farming Article 3b
[3] CIR (EU) 2021/1165 Annex V Part D; EAER Ordinance on Organic Farming Article 3b

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Management Practice	Answer	EU, UK & Swiss Status
3. Do you use nonorganic agricultural ingredients/processing aids other than those listed above in questions B1 and B2 (e.g. grapes, sugar, colors)?	☐ No, no other nonorganic agricultural ingredients/processing aids. ☐ Yes, I use other nonorganic agricultural ingredients/processing aids in some or all wines. *Prohibited.*	Nonorganic agricultural substances prohibited unless specifically allowed by the EU regulations.[4]
4. Do you use nonorganic flavors (other than pieces of oak wood)?	☐ No, no nonorganic flavors used. ☐ Yes, I use nonorganic flavors in some or all wines. *Prohibited.*	Nonorganic flavors prohibited (except pieces of oak wood)[5]
5. Do you use enzymes other than the following: ▪ Cellulase ▪ Hemicellulase ▪ Pectin lyases ▪ Pectin methylesterase ▪ Polygalacturonase	☐ No, enzymes other than Cellulase, Hemicellulase, Pectin lyases, Pectin methylesterase, Polygalacturonase, Pectolytic are not used. ☐ Yes, I use additional enzymes in some or all wines. *Prohibited.*	Enzymes prohibited (except Cellulase, Hemicellulase, Pectin lyases, Pectin methylesterase, Polygalacturonase)[6]
6. Do you partially dealcoholize wine?	☐ No, no dealcoholization. ☐ Yes, I dealcoholize some or all wines. *Prohibited.*	Prohibited[7]
7. Do you perform electrodialysis treatment?	☐ No, no electrodialysis. ☐ Yes, I use electrodialysis on some or all wines. *Prohibited.*	Prohibited[8]
8. Do you treat wine with cation exchangers?	☐ No, no cation exchange treatment. ☐ Yes, I use cation exchangers on some or all wines. *Prohibited.*	Prohibited[9]
9. Do you partially concentrate wine through cooling?	☐ No, no concentration through cooling. ☐ Yes, I concentrate some or all wines through cooling. *Prohibited.*	Prohibited[10]
10. Do you eliminate sulfur dioxide by physical processes?	☐ No, no elimination of sulfur dioxide through physical processes. ☐ Yes, I eliminate sulfur dioxide through physical processes in some or all wines. *Prohibited.*	Prohibited[11]
11. Do you centrifuge or filter with or without an inert filtering agent?	☐ No, no centrifuging or filtering. ☐ Yes, I centrifuge or filter some or all wines. Only wines centrifuged or filtered with a pore size >0.2 micrometer may be exported to the EU, UK or Switzerland. *Restricted.*	Restricted: the size of the pores shall be not smaller than 0.2 micrometer[12]
12. Do you treat wines with heat?	☐ No, no wines treated with heat. ☐ Yes, I treat some or all wines with heat. Only wines treated with heat <75 °C (167 °F) may be exported to the EU, UK or Switzerland. *Prohibited.*	Restricted: temperature shall not exceed 75 °C (167 °F)[13]

[4] CIR (EU) 2021/1165 Annex V Part D; EAER Ordinance on Organic Farming Article 3b
[5] CIR (EU) 2021/1165 Annex V Part D; EAER Ordinance on Organic Farming Article 3b
[6] CIR (EU) 2021/1165 Annex V Part D; EAER Ordinance on Organic Farming Article 3b
[7] CIR (EU) 2018/848 Annex II Part VI 3.2(d); EAER Ordinance on Organic Farming Article 3c
[8] REG (EU) 2018/848 Annex II Part VI 3.2(c); EAER Ordinance on Organic Farming Article 3c
[9] REG (EU) 2018/848 Annex II Part VI 3.2(e); EAER Ordinance on Organic Farming Article 3c
[10] REG (EU) 2018/848 Annex II Part VI 3.2(a); EAER Ordinance on Organic Farming Article 3c
[11] REG (EU) 2018/848 Annex II Part VI 3.2(b); EAER Ordinance on Organic Farming Article 3c
[12] REG (EU) 2018/848 Annex II Part VI 3.3 (b); EAER Ordinance on Organic Farming Article 3c
[13] REG (EU) 2018/848 Annex II Part VI 3.3 (a); EAER Ordinance on Organic Farming Article 3c

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