



**Operation Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- ▶ List all suppliers and ingredients used in organic products, including "work in process" ingredients made in house in the table on the next page.
  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 \(OID\)](#) for 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](http://www.ccof.org/documents) or by contacting CCOF.
- ▶ Update this list as you add and remove suppliers. Highlight **new suppliers or products in yellow** and **removed suppliers or products in blue** 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.*



