CCOF GLOBALG.A.P. Certification Contract

- ► CCOF GLOBALG.A.P. Certification is only available to certified organic producers or those operations in a documented transition to organic. If you are a mixed operation, **CCOF can also certify your non-organic ground under GLOBALG.A.P.**
- ► If you are certified organic by another certifier, **please provide a current organic certificate along with your application**.
- ► Please keep a copy of all documents submitted to CCOF for your records.
- ► You are responsible for understanding the requirements of the program. Please familiarize yourself with the **CCOF GLOBALG.A.P. Certification Program Manual**, www.ccof.org/food-safety-services, and the GLOBALG.A.P. General Regulations and standards available at www.globalgap.org.

► **Complete and send the following to apply for this program:**

- CCOF GLOBALG.A.P. Certification Contract (this 6-page form)
- $250 nonrefundable Application/Annual fee due with application.
  - The $250 funds are applied to your annual food safety fees that include GLOBALG.A.P. fees (which are based on acreage and determined during initial review). Annual fees need to be paid in full before we schedule your inspection.

    Note: Operations in Mexico are assessed GLOBALG.A.P. fees in Euros using the standard GLOBALG.A.P. fee table.
  - Payment of the GLOBALG.A.P. and CCOF fees does not guarantee certification.

    ☐ My credit or debit card information is on page 5 ☐ I have included another form of payment

    ☐ Bill me (for existing CCOF clients only)
- To assess your flat rate audit/inspection fees, CCOF requests you to attest if your gross farm sales are greater than or less than $250,000/year:

  ☐ Operation gross is < $250,000 in farms sales per year

  ☐ Operation gross is > $250,000 in farms sales per year
- Provide Organic Certificate (if you are certified by another body) or statement of intention to transition to organic (even partially) within 1 year of applying for food safety certification to CCOF.

  ☐ Certificate attached.

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

A. Operation Information

1) Registered Legal Business Name: _____

Federal Tax ID#: _____

► Each legal entity is required to have its own GLOBALG.A.P. certification. If you have more than one legal business entity included in the operation certified with CCOF, please see OPTION 2 under Certification Options below.

2) **Certification Options (check one):**

OPTION 1

☐ **Individual**. A single producer or single organization with a single Production Site or parcel.

☐ **Multisite.** A single producer or single organization who owns several completely separate production areas that do not function as separate legal entities. Individual areas have separate management, crews, equipment, and are generally geographically separate.

☐ **Multisite Producer with QMS.** A single producer or single organization with multiple production locations or management units, who wishes to implement a central Quality Management System (QMS) to act as an internal control system and reduce production site inspections by CCOF. See GLOBALG.A.P. General Regulations I and II.

OPTION 2

☐ **Producer Group Certification with QMS.** A group of individually owned farms or production site operating as a group, who implement a Quality Management System (QMS) to act as an internal control system and reduce production sites or parcel inspections by CCOF. See GLOBALG.A.P. General Regulations I and II.

3) Physical Location of Your Operation**.** *Where production occurs:*

Address: _____ City: _____

County/Municipality: _____

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

4) Mailing Address *if different*:

Address: _____ City: _____

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

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5) Billing Address *if different*:

Address: _____ City: _____

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

B. GLOBALG.A.P. Certification Program

1) Please select which of the following certification programs you wish to be enrolled in.

► **IMPORTANT: Check with your buyer to see which level of certification they will accept.**

► If you are seeking to enroll different products in different certification programs, please contact CCOF directly.

- ☐ Integrated Farm Assurance (IFA) v6-GFS
- ☐ Integrated Farm Assurance (IFA) v6 Smart – NOT GFSI Benchmarked
  - ☐ Hops- IFA v6 Smart
- ☐ Integrated Farm Assurance (IFA) v5:
  - ☐ Plant Propagation Material (PPM) – Non-GFSI Benchmarked
  - ☐ Combinable Crops (CC) Non-GFSI Benchmarked (CCOF is provisionally accredited to offer this scope)
- ☐ Harmonized Produce Safety Standard (HPSS) – GFSI Benchmarked
- ☐ Produce Handling Assurance (PHA) – GFSI Benchmarked

2) Estimated date by which you need certification? *Month/Day/Year:* _____

3) Do you sell to Costco?

☐ No ☐ Yes

CCOF is not yet approved by Costco for field packed commodities (e.g. strawberries into clamshells). However, if your products are wholesale or are further processed by a separate packinghouse that is certified by a Costco approved certifier, then you may use CCOF.

C. Current Certification or GLOBALG.A.P. Registration

► An operation may not have more than one GLOBALG.A.P. certifier at one time. If you are already GLOBALG.A.P. certified by another certifier and wish to transfer to CCOF, please be sure to inform CCOF so that we can ensure that the certification transfer process is conducted correctly.

1) Is your operation currently food safety certified?

☐ No ☐ Yes

a) If yes, provide name of certifier and certification standard: Certifier: _____

Certification Standard: ☐ PrimusGFS ☐ NSF Ag ☐ GLOBALG.A.P. ☐ Other (Provide): _____

2) Does your operation currently have a GLOBALG.A.P. Number (GGN)? ***Note, producers can be fined for not disclosing previously issued GGN numbers*** *when transferring to a new certification body.*

☐ No ☐ Yes, provide: _____

3) If your operation is currently GLOBALG.A.P. certified, do you have any open sanctions by your current certifier?

☐ N/A, not GLOBALG.A.P. ☐ No sanctions ☐ Yes. Describe:

_____

D. Contact Information

1) Is the contact person for your GLOBALG.A.P. program the same as for your organic program?

☐ Yes ☐ No. *Please provide contact details below.*

If no additional contact is provided, CCOF will direct GLOBALG.A.P. certification correspondence to your primary organic contact.

2) **Primary GLOBALG.A.P. Contact**

Name: _____ Title: _____

Phone: _____ Email: _____

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

Preferred method of written communication: ☐ Email ☐ Postal Mail

3) **Additional GLOBALG.A.P. 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

4) The GLOBALG.A.P. online database allows the public to see your operation's certification status (but not by your company's name and address) by searching via your GLOBALG.A.P. Number (GGN). ***Please decide if you want your company's name and address to also be included****:*

☐ I want my company name and address to be listed and searchable on the GLOBALG.A.P. online public database.

☐ I do not want my company's name and address available to the public.

E. Other Information

1) Are you responsible for harvest and/or post-harvest handling?

☐ Yes ☐ No

If No, complete the attached CCOF GLOBALG.A.P. Harvest & Post-Harvest Exclusion Form and provide the required information.

2) Do you use any subcontracted entities for produce handling for products enrolled in the GLOBALG.A.P. program?

☐ No ☐ Yes: Describe services & provide GGN of subcontractor(s):

3) If produce handling is included in your GLOBALG.A.P. application, do you pack product for other GLOBALG.A.P. certified producers?

☐ No ☐ Yes (describe):

F. Unannounced Inspections:

► Unannounced inspections are a required part of the certification and CCOF is required to perform these on 10% of our operations.

► For all non-GFSI benchmarked certifications (e.g. v6 Smart), a 48-hour prior notification is allowed, and for all GFSI benchmarked certifications (e.g. v5.4-1-GFS, V6 GFS) no prior notification is allowed.

► CCOF will make all efforts to ensure unannounced inspections take place during the recertification window (4 months prior or after the expiration date) so they will count towards the 1 annual recertification audit, however we require you provide 15 blackout days where no unannounced inspection can occur.

► CCOF charges for unannounced inspections that count towards an annual recertification audit, however, we do not charge for unannounced inspections mid-year our outside your recertification window. See CCOF GLOBALG.A.P. Program Manual for Details.

1) **Please provide CCOF with 15 blackout days (during your expected harvest or handling season) where we cannot come provide an unannounced inspection, e.g. If your harvest/packing window is May – August, you might blackout May 15 – June 1st.** Note you can choose none.

G. Production Handling Units (PHUs)

► A PHU is a facility or location where products are stored and handled, and where products are differentiated from that of other facilities. Only post-harvest handling facilities that are part of the same legal entity as the farm may be included.

1) Complete the table below to list **all PHUs** included in your GLOBALG.A.P. application. If necessary, attach a separate sheet to include additional facilities or products.

Facility Name or ID	Square Footage	Number of Lines	Products Handled	Location (Address)

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Facility Name or ID	Square Footage	Number of Lines	Products Handled	Location (Address)

H. Production Sites

► A production site is a site (farm, field, orchard, etc) where the products are differentiated from that of other sites.

1) Complete the table below to list **all production sites** included in your GLOBALG.A.P. application. If necessary, attach a separate sheet to include additional fields, locations, acreages and crops.

Field Name or site ID	Total Acreage	Products (crops) & Acreage of each crop	Location (Address)

I. Production Information

► NOTE: If you own the produce through harvest and packing, even though your operation does not physically harvest or pack (e.g. you contract the harvest and/or packing) your operation and certification is responsible for compliance of the harvest crews, or the packing shed to the GLOBALG.A.P. checklist.

► If your product is sold in-field and your operation does not perform the harvest or packing, CCOF is required to obtain verification (via a contract or agreement). **If applicable, submit a copy of the contract or email verification indicating the ownership of the crop takes place in the field, prior to harvest.** This helps verify you are not responsible for harvest, and it will not be part of your certification.

► Please review the numbered definitions below and complete the table for all products included with your application. Attach an additional table if necessary or more convenient.

Product Name *(include scientific name if possible)*	**First Harvest** *(total acres)*	**First Harvest Date**[1] *(Start of harvest season for this crop)*	**Further Harvest**[2] *(acres)*	**Likely country of destination**	**Yes/No**					
					Covered? Greenhouse, high tunnel?	**Responsible for Harvest**[3]	**Responsible Field Packing**[4]	**Responsible for Handling**[5]	**Parallel Production**[6]	**Parallel Ownership**[7]
Ex: Broccoli (Brassica oleracea)	*5*	*4/5/14*	*5*	*USA & Canada*	*No*	*Yes*	*Yes*	*No*	*No*	*No*

[1] ***First Harvest Date:*** The beginning of the harvest season for your main crop will be used to assess next year's renewal date. GLOBALG.A.P. requires CCOF to ensure one certificate is not used to cover two harvest seasons. If you do not confirm renewal of your certification next year with CCOF 30 days prior to this date, CCOF is required to shorten the certificate validity.

[2] ***Further Harvest:*** The "Further Harvest" (subsequent harvest) of the same or different crop on the same area during the certification cycle, i.e. lettuce grown on 5 acres is harvested, in the same area, 5 more acres of lettuce is being planted and harvested as Further Harvest. ***Note, you do not get billed for the acreage of the further harvest acreage.***

[3] ***Responsible for Harvest:*** **If you own the produce through harvest, then harvest must be included in the certification.** If produce is sold in the field, prior to harvest, and the buyer is responsible for the harvesting of the product, you are not required to have the harvest reviewed as part of their GLOBALG.A.P. certification. **There must be a contract between the grower and the buyer and you have to submit evidence of this to CCOF prior to the audit.**

[4] ***Responsible for Field Packing:*** Producers responsible for packing at the point of harvest (in-field packing) will be considered as producer handlers and applicable GLOBALG.A.P. control points will apply.

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[5] ***Responsible for Handling:*** If you perform produce packing outside of the field as part of the legal entity seeking GLOBALG.A.P. certification, then the post-harvest handling activity and facility must be included in the certification. If you do not physically pack the product, but you contract a packing-shed and you own the crop while it's being packed, then packing is part of your certification, and you are responsible for ensuring the packing shed is in compliance with the GLOBALG.A.P. Checklist you are using.

[6] ***Parallel Production:*** A situation where you produce the same product partly under your GLOBALG.A.P. certification, and partly in a non-GLOBALG.A.P. certified process, and you own both products. This is only allowed if the certified and non-certified products come from different production sites.

[7] ***Parallel Ownership:*** A case in which a grower who produces a product in a GLOBALG.A.P. certified process buys the same product from a non-certified source. For example, growing GLOBALG.A.P. certified broccoli and buying in non-GLOBALG.A.P. broccoli.

J. Credit or Debit Card Payment Information

Annual fees are based on the acreage of certified crops in a 12-month period and depend on which GlobalGAP standard you are enrolling in. Please contact CCOF directly so we may access your fees.

Amount: $		
Card Billing Address:		
City:	State:	Zip code:
Name on Card:	Phone Number:	
Card Number: *CCOF accepts Visa, Master Card, Amex, Discover, or UnionPay credit or debit card types*		
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)*:	
By providing credit or debit card information and signing the Certification Contract and Agreement, you authorize CCOF to charge the card provided for your application fee. A 3% surcharge will be added for credit card transactions. Debit card transactions are not subject to a surcharge.		

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CCOF GLOBALG.A.P. Certification Contract

Operation Name: _____ **Date:** _____

K. Certification Contract and Agreement

► **The following must be signed by a legally authorized representative of the legal entity seeking GLOBALG.A.P. certification with 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 CCOF CS Certification Manuals and further agrees to:

1) Be legally bound by and comply with the requirements set forth in the CCOF GLOBALG.A.P. Certification Program and Certification Services Program manuals.
2) Agree to the minimum required hours for GLOBALG.A.P. inspections (3 hours onsite for Option 1 Individuals and 6 hours for QMS). By signing this you agree to the annual and audit fees outlined in the CCOF GLOBALG.A.P. Program Manual.
3) Comply with and strictly adhere to all CCOF standards, procedures and policies described in the CCOF Manuals including but not limited to the following:
   a) Permitting on-site inspections with complete access to the production or handling aspects of the operation, including non-certified production areas, structures, or offices; including examining documents, records, personnel and client's subcontractors and any investigation of complaints. 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.
   b) Maintaining all records applicable to the organic operation for not less than five (5) years beyond their creation. When sending copies of certification records to others, the documents shall be reproduced in their entirety or as specified by CCOF CS.
   c) 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.
   d) Understanding CCOF may use subcontractors for inspecting, testing and other technical services, as necessary.
   e) Submitting to CCOF any applicable fees as described on the most current fee schedule or as included in the quote for services. Failure to pay fees as described in the Certification Services Program Manual may result in termination of this contract and surrender of certification.
   f) Immediately notifying CCOF of any change in our certified operation or portion of it that may affect its compliance with the applicable standards, regulations or governing law.
   g) Using the GLOBALG.A.P. trademark and seal(s) only in accordance with CCOF GLOBALG.A.P. Certification Program Manual and ceasing all use of GLOBALG.A.P.'s trademark and seal upon notice by CCOF. Any use of GLOBALG.A.P.'s trademark or seal without the express consent of CCOF, is strictly prohibited and constitutes an infringement of GLOBALG.A.P.'s rights.
   h) Destroying or returning to CCOF all packaging and certificate(s) upon notice from CCOF.
   i) Authorizing CCOF to list certified parcel crops, products, services, and acreage on my certificate and in the CCOF Directory.
   j) Immediately ceasing all claims of GLOBALG.A.P. 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 expired, suspended or cancelled.
   k) 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 Services Program Manual.
   l) Agreeing to be legally bound by the "Standards of Behavior" detailed in the CCOF Certification Services Program Manual.

I, the owner or legally authorized corporate representative, acknowledge and agree to the above General Requirements for CCOF GLOBALG.A.P. certification. I understand that any willful misrepresentation may be cause for sanctioning of certification and attest that all information in this application is true and accurate to the best of my knowledge. My handwritten signature or typed name entered in the signature field below constitutes my legal signature.

Name/Title	**Signature (handwritten or typed)**	**Date**

I, the CCOF representative, acknowledge receipt of the above-named operation for CCOF GLOBALG.A.P. certification.

Name/Title	**Signature (handwritten or typed)**	**Date**

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