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

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: _____

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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

California Certified Organic Farmers®
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MyCCOF Online Certification Management

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

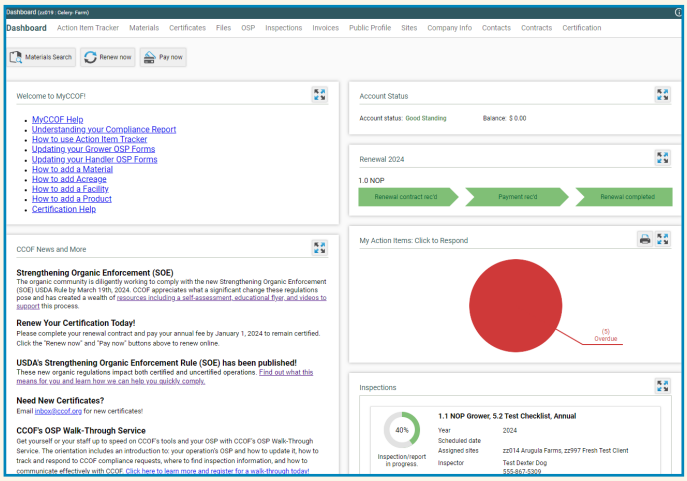
Follow the inspection process. Access inspector contact information, find reports, and stay informed.

» 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!

Certified CCOF Organic

RELEASE DATE 11.6.2024

MyCCOF Online Certification Management

Certification Made Simple

OMRI

Certified CCOF Organic

WSDA 100 YEARS

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.

Certified CCOF Organic

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

RELEASE DATE 11.6.2024

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 or debit 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): _____

Public-Facing Email (Optional): _____

Your public-facing email will be displayed on the OID website and NOP organic certificate only. This email will not receive CCOF communication.

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: _____

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CCOF CERTIFICATION CONTRACT

5) Physical Location of Your Operation *(required if different from your registered legal business address)*

Where organic production occurs, or records are kept (for importer/broker/trader/private label owners). Your physical location will be inspected and both your physical and mailing address will be listed on your NOP 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 *(required if different from your registered legal business address or physical address)*

☐ Identical to registered legal business address above.

☐ Identical to physical location above

Address: _____ City: _____

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

7) Billing Address *(optional)*

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's name 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

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CCOF CERTIFICATION CONTRACT

CC: ☐

Name/Title | Phone number | Email

CC: ☐

Name/Title | Phone number | Email

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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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. **Report all monetary amounts in U.S. dollars (USD).**

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. Failure to pay fees as described in the Certification Services Program Manual may result in termination of this contract and surrender of certification.
   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 Services Program Manual.
   o) Agreeing to be legally bound by the “Standards of Behavior” detailed in the CCOF Certification Services Program Manual.

I, the owner or legally authorized representative of the operation, 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. My handwritten signature or typed name entered in the signature field below constitutes my legal signature.

_____

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

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CCOF CERTIFICATION CONTRACT

Operation Name: _____ **Date:** _____

H. Credit or Debit Card Payment Information

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.		

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: _____

☐ Copacking Services: _____

☐ Export/Import: _____

☐ Farmer's Market: _____

☐ Ingredients: _____

☐ Internet: _____

☐ Produce Stand: _____

☐ Retail: _____

☐ Tasting Room/Winery: _____

☐ U-Pick: _____

☐ Wholesale: _____

3) Apprenticeship Options:

☐ Apprenticeship Offered: _____

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

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

_____

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GUIDE TO LIVESTOCK PRODUCER OSP FORMS

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

- **Complete all OSP section(s) listed for each activity that matches your current organic activities or plans**. You do not need to 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, as applicable to your updated activities.

If you do this:	Fill out these forms:
1) Apply for organic livestock certification.	• **CCOF Certification Contract**
2) Livestock production (excluding apiculture). *Livestock certification not available in Mexico or in Spanish.*	• **New Livestock Application** • **Livestock Materials Application (OSP Materials List)** • **L3.0 Feed, Feed Additives & Water** • **L5.0 Livestock Health Care** • **L6.0 Origin of Livestock** • **L6.1 Livestock Suppliers** • **L7.1 Suppliers** • **L9.0 Record Keeping by Livestock Operations**
3) Raise Livestock (other than poultry)	• **L4.0 Mammalian and Non-Avian Living Conditions**
4) Raise Poultry	• **L4.2 Avian Living Conditions**
5) Apiculture production. *Apiculture certification not available in Mexico or in Spanish.*	• Contact New Applicant Specialists (getcertified@ccof.org or 831-423-2263) to discuss eligibility and required forms.
6) Raise cattle, sheep, goats, or other ruminant livestock.	• **L4.1 Pasture Management Plan**
7) **Any** of the following: • Graze animals at other certified operations • Provide grazing and/or management services for animals that I do not own	• **Custom Grazing & Management Affidavit**
8) Sell, resell, source or broker organic livestock products.	• **L7.0 Livestock Product Profile**
9) Perform any of the following on-farm or at a certified facility: • Milk animals, cool and store milk • Mix, mill or grind livestock feed for use on farm • Wash and/or pack eggs • Slaughter your own on-farm animals, and/or cool, age, cut or wrap their meat • Harvest bee products	• **L8.0 Livestock Product Handling**
10) Store livestock feed, roughages for bedding, and/or finished livestock products	• **L8.1 Storage for Livestock Operations**
11) Use an uncertified storage facility to store organic products in sealed, tamper-evident packaging, OR source organic products from an uncertified operation.	• **Exempt Handler Affidavit** (for each uncertified handler)
12) Grow crops, including pasture and/or livestock feed.	• **Guide to Grower OSP Forms** *Complete applicable forms as directed*
13) Process products (i.e., cooking, slaughter, etc.) or perform post-harvest handling at one or more facilities I manage.	• **Guide to Handler OSP Forms** *Complete applicable forms as directed*
14) Produce or manage livestock/products for a CCOF certified entity and I want my CCOF certified customer to manage my certification on my behalf.	• **Contracted Partner Program Application** (optional)
15) Export, plan to export, or design labels for sale in Canada, the EU, UK, Japan, Korea, Switzerland, Taiwan; or sell to a buyer who requires international verification.	• **Global Market Access Program Application**

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Operation Name: _____ **Date:** _____

- Use this form to provide information regarding each species of animal to be certified. Do not use this form to apply for certification of bees, instead, complete our **Apiculture Colony Application**.
- In order to be eligible for organic certification, all animals must be managed organically from the last third of their gestation. Exceptions to this requirement are poultry, which must be managed organically since their second day of life, and transitioning dairy animals, which must be managed organically for one year prior to producing organic milk. CCOF must be able to verify that all animals have been managed organically per these required timelines using records maintained by the certified operation and available during on-site inspections.
- *CCOF does not retroactively certify livestock. If you are a new dairy operation that has been transitioning dairy animals as your one-time transition allowance, applicable information regarding your practices will be captured below. Otherwise, if you are seeking certification for animals that you have been managing for some time prior to seeking certification, call CCOF to speak with our Applicant Specialists before continuing with your application.*

A. Livestock Profile

1) Complete the below table with the approximate number of animals you wish to certify as organic. Include any non-organic breeder stock you keep for the production of organic offspring. (Attach additional pages as needed).

Production Group *(e.g.: Layers, Broilers, Breeder Stock, Milk Cows)*	**Age Range**	**Are Animals Already Certified?** *(Include certificate)*	**If Not Certified, Date Organic Management Began**	**Type(s) or Breed(s)**	**# of Females**	**# of Males**	**Product(s)** *(e.g.: Eggs, Meat, Milk, Live Animals)*
		☐ Yes ☐ No					
		☐ Yes ☐ No					
		☐ Yes ☐ No					
		☐ Yes ☐ No					

2) When will these animals be present on your operation?

When certifying your operation for the first time or when adding a new species of animals, these animals must be present at your inspection. If these animals are not present on your operation during inspection, CCOF will likely need to conduct an additional inspection to see these animals on-site.

☐ They are currently on-farm. ☐ Date animals will arrive on-farm: _____

3) Once animals are certified, will your operation have both certified organic and nonorganic animals on-farm (including breeder stock)?

☐ Yes. *Sections of the Livestock OSP will prompt you to describe how you prevent commingling of organic and nonorganic livestock, including feed, health care materials, and livestock products.*

☐ No, I will solely have organic animals on-site.

4) If your animals are determined to not be eligible for organic certification, how would you like to proceed? Check all that apply:

☐ I will purchase new animals.

☐ I will seek certification for new animals that are born or hatched on my operation.

☐ I will remove the animals not eligible for organic status from my operation.

☐ I will maintain organic and nonorganic animals on my operation.

☐ I will withdraw my application for organic livestock certification.

5) What is the anticipated start and end date of your one-time transition, and when do you anticipate selling milk from transitioning animals as organic?

☐ N/A, not transitioning dairy animals. **Skip to section B.**

☐ Transition Start Date: _____ ☐ Transition End Date: _____

☐ Anticipated organic milk shipment date: _____

6) Does your operation provide third-year transitional crops to transitioning animals?

Third-year transitional crop. Crops and forage from land included in the organic system plan of a producer's operation that is not certified organic but is in the third year of organic management and is eligible for organic certification in one year or less. NOP §205.2

☐ No. I solely provide certified organic crops to transitioning animals.

☐ Yes. Describe how you document the third-year transitional crop status of this feed in feeding records, and to which group(s) of animals this feed is provided:

_____

7) Will any bred animals and/or their offspring be consuming third-year transitional crops?

During the 12-month transition period, dairy animals and their offspring may consume third-year transitional crops from land included in the organic system plan of the operation transitioning the animals. NOP §205.236(a)(2)(iii)

Offspring born during or after the 12-month transition period are transitioned animals if they consume third-year transitional crops during the transition or if the mother consumes third-year transitional crops during the offspring's last third of gestation. NOP §205.236(a)(2)(iv)

☐ NA, not certifying ruminant animals.

☐ No, all breeder stock and their offspring will solely be consuming organic crops and forages.

☐ Yes. Approximate start and end date of this feeding:

☐ Start date: _____

☐ End date: _____

Form continues on next page

Operation Name: _____ **Date:** _____

- This form outlines required records for animals you would like to certify. For each animal purchase, submit this checklist to CCOF and check the records below that are included with your new animal purchase documentation for review.
- Auditable documentation verifying the source, transfer of ownership, and transportation of all purchased animals must be maintained and available at inspection in order to conduct a successful audit of your purchased animals.

B. Records for New Ruminants

Ruminant animals purchased from or handled by uncertified operations will lose their organic status.

- ☐ Certificate for certified supplier that lists the production group of animals purchased.
- ☐ **L6.1 Livestock Suppliers** to list new suppliers. (Not required if sourcing from a supplier already approved as part of OSP).
- ☐ Herd list or other documentation from the certified supplier that identifies purchased animals managed organically since the last third of gestation and animals treated with synthetic dewormers.
- ☐ Documented transfer of ownership (e.g. via invoice) directly from certified supplier to buyer.
- ☐ Transportation records, including clean truck affidavits. Consider using **CCOF's Animal Transport Affidavit** to capture transportation practices.
- ☐ List of prior identification numbers and new identification numbers if animals are re-tagged.
- ☐ Brand Certificates, weight tags, etc. as applicable.
- ☐ Uncertified breeder stock purchases: planned parturition dates including verification that organic management on your operation began no later than the last third of gestation of the expected organic calves.

C. Records for New Poultry

1) For poultry purchased from a hatchery:

- ☐ Invoice from hatchery.
- ☐ Shipment and/or delivery receipt.

2) For poultry purchased from a certified poultry supplier:

Poultry purchased from or handled by uncertified operations will lose their organic status.

- ☐ Organic certificate for organic poultry supplier.
- ☐ Documented transfer of ownership (e.g. via invoice) directly from certified supplier to buyer.
- ☐ Transportation records, including clean truck affidavits. Consider using **CCOF's Animal Transport Affidavit** to capture transportation practices.

D. Records for New Non-Ruminants (Hogs, Insects, etc.)

- ☐ Organic Certificate for certified supplier that lists all types of animals purchased.
- ☐ Statement from certified supplier that verifies slaughter eligibility e.g., "the listed animals were not treated with synthetic dewormers and are eligible for organic slaughter."
- ☐ Documented transfer of ownership (e.g. via invoice) directly from certified supplier to buyer.
- ☐ Transportation records, including clean truck affidavits. Consider using **CCOF's Animal Transport Affidavit** to capture transportation practices.
- ☐ List of prior identification numbers and new identification numbers if animals are re-tagged.

APICULTURE COLONY APPLICATION

Operation Name: _____ **Date:** _____

A. Hive Information

1) Complete the following table for each hive/colony to be certified:

Hive Identification	Initial Quantity of Supers	Age of Colony	Product	Planned Frequency of Extraction	Average Yield	Additional Information

Bee products from an apiculture operation that are to be sold, labeled, or represented as organic must be from colonies and hives which have been under continuous organic management for no less than one year prior to the removal of the bee products from the hive.

B. Hive Management

1) When did you begin, or plan to begin, organic management of the hive(s)? _____

2) List the date of the last prohibited material application: _____

3) Was the foundation wax used?

☐ Yes ☐ No

a) If yes, was the foundation wax replaced, and any existing brood comb removed?

☐ Yes ☐ No

1. If you replaced the foundation, was it:

☐ Organic foundation ☐ Plastic foundation dipped in organic or conventional wax ☐ Organic or conventional wax

4) When will your one year transition be completed? _____

Once an entire apiary has been converted to organic production, all plastic foundation must be dipped in organic wax.

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Operation Name: _____ **Date:** _____

- ***Submit this form with your initial application*** *to describe products or materials used or planned for use at your operation.*
- CCOF will review all materials listed and provide you with a copy of your OSP Materials List listing approved materials.
- To add or remove products after your initial application, update your OSP Materials List. To update your OSP Materials List, use **MyCCOF Materials Search**, email inbox@ccof.org, or otherwise notify CCOF of requested changes. See our **Materials Guide** for more details

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. Feed Supplements and Additives

Feed supplements and additives are substances provided to fulfill specific nutritional needs or to improve the nutrient balance of the ration. They include salt (blocks and loose), vitamins, minerals, kelp, etc. All agricultural ingredients in feed supplements and additives must be organic.

1) List all feed supplements and/or additives you provide to animals below (salt, minerals, vitamins, etc.). Also include silage inoculants. You must include the full brand name of the material and the manufacturer.

☐ Not applicable, no feed supplements or additives provided. ☐ Additional pages attached

Material Brand Name	Manufacturer
Example: Acadian Seaplants Dried Kelp	*Acadian Seaplants Limited*

B. Health Care Materials

1) List all health care products you administer to prevent or treat illness in the table below. If you use similar products made by different manufacturers, list each separately. Address health care material(s) you know to be prohibited on the next page. Health care materials may include, but are not limited to: vaccines, homemade remedies, teat dips, fly control materials, injections, boluses, electrolytes, disinfectants (contact with animal), dewormers, pain relievers, foot baths, medications administered or prescribed by veterinarians, any other health care materials.

☐ Not applicable, no health care materials administered. ☐ Additional pages attached

Material Brand Name	Manufacturer
Example: DeLaval Prima Sanitizing Pre and Post Teat Dip	*DeLaval Inc.*

C. Prohibited Health Care Materials

Materials that are prohibited are those not included under § 205.603 or included on 205.604. Producers must not withhold medical treatment from a sick animal to preserve its organic status. The producer of an organic livestock operation must maintain records sufficient to preserve the identity of all organically managed animals and edible and nonedible animal products produced on the operation.

1) Do you administer prohibited materials to your livestock in emergency situations and/or store prohibited healthcare materials on-site?

☐ Yes, health care materials and storage are described on ***L5.0 Livestock Health Care***.

☐ No, prohibited health care materials administered or stored on-site.

D. Post-Harvest Handling: Direct Contact Materials

► If you conduct post-harvest handling: list materials that *directly contact organic products* during handling, such as: egg wash water additives, sanitizers for milking lines, equipment cleaners for on-farm slaughtering equipment, etc.

☐ Not applicable, no post-harvest handling OR no materials are used. ☐ Other, list attached

Brand Name	Manufacturer	Reason for use
Example: CleanWash Peracetic Acid 5%	*Washed Waters, LLC*	*Wash water additive*

E. Post-Harvest Handling: Equipment Sanitizers and Cleaners

► If you conduct post-harvest handling: indicate types of materials used to *clean and sanitize equipment and surfaces* that organic products contact during handling, such as: equipment cleaners/soap/detergent, equipment sanitizers. **Do not list materials used on surfaces that organic crops or products do not contact, such as bathroom cleaners, etc.**

☐ Not applicable, no post-harvest handling OR none of these used.

Material Type *Active ingredient shown on product label*	**Used?**	**Rinsed?** (Yes/No)	**Where Used** *Example: milking line*
Detergent, soap, or cleaner	☐		
Chlorine *Only Calcium hypochlorite, chlorine dioxide, sodium hypochlorite, or hypochlorous acid (generated from electrolyzed water)*	☐		
Peracetic acid/peroxyacetic acid	☐		
Phosphoric acid	☐		
Alcohol *Only ethanol or 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:*	☐		

F. National List Pest Control Materials

- ► *You may use National List pest control materials in facilities only if preventative practices and mechanical/physical controls are not sufficient to prevent or control pests.*
- ► If you have a post-harvest handling and/or product storage facility: Only list materials that are used in organic production and storage areas (e.g.: milking barn, livestock housing, egg handling facility, feed storage, etc.).
- ► Pest Control Materials may include but are not limited to: lures, repellants, carbon dioxide, nitrogen gas (must be oil free grade), Vitamin D3 bait, boric acid, diatomaceous earth, soap products, etc.

☐ Not applicable, no post-harvest handling/product storage OR none of these used.

National List Material Type *Active ingredient shown on product label*	**Used?**	**Where Used** *Example: storage room*	**Applied by fumigation/fogging?** (Yes/No)
Ammonium carbonate	☐		
Boric acid	☐		
Botanical pesticides	☐		
Carbon dioxide	☐		
Diatomaceous earth	☐		
Nitrogen gas	☐		
Nonsynthetic bait/lure/repellent	☐		
Pheromones	☐		
Pyrethrum/pyrethrins *Pyrethroids are not included in this category, list in section G*	☐		
Sticky traps	☐		
Vitamin D3	☐		

G. Non-National List Pest Control Materials

- ► 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 storage areas.

☐ Non-National List Pest Control Materials are used. *Describe your non-National List pest control material practices on the* ***L8.0 Livestock Product Handling*** *for handling facilities and* ***L8.1 Storage for Livestock Producers*** *for storage areas.*

☐ Not applicable, no non-National List pest control materials used.

Non-National List Material	**Where Used**	**Applied by fumigation/fogging?** (Yes/No)
Example: MAX Fog Roach Killer	*Storage room*	*Yes*

Operation Name: _____ **Date:** _____

A. Origin of Bees

1) Do you manage both organic and non-organic hives or colonies?
   ☐ No, only organic hives and colonies ☐ Yes
   a) If yes, attach a description of the management practices used to prevent commingling and contamination resulting from bee drifting and robbing. ☐ Description attached
2) How do you source replacement bees?
   ☐ On-farm nucleus colony or nuc ☐ Off-farm nucleus colony or nuc ☐ Other source (describe):
   _____
   a) If using non-organic bees, describe how you will document the following:
      1. Replacement bees do not exceed 25% of the colonies present in the previous honey flow (going into winter)
      _____
      2. Bees are managed organically for at least 60 days prior to product collection:
      _____
      3. Harvest equipment is removed during this 60-day period:
      _____
3) Do you have plans to expand your apiculture operation?
   ☐ No ☐ Yes
   a) If yes, what are your plans (check all that apply):
      ☐ Purchase organic hives and bees ☐ Split an existing colony
      ☐ Purchase non-organic bees and complete a separate one-year transition

B. Forage Zone and Surveillance Zone

The Organic System Plan must demonstrate that sufficient organic forage is available within the forage zone throughout the year. Given that even in well-managed operations with sufficient forage in the forage zone a small number of bees will travel out of the forage zone to forage, the OSP must also demonstrate the crops in surveillance zone offer minimal risk to organic integrity.

1) Attach a map of your apiary that identifies the following:
   - Location of the hives
   - The forage zone. Within the forage zone:
     - identify organically managed versus wild land and water sources.
     - Note any topography and climatic conditions that would impact the bees' foraging.
     - Describe any sources of potential contamination located within the 1.8-mile (3km) forage zone.

   ☐ Map attached
2) Describe the period in which sources of pollen or nectar are expected to be present. Provide a description or chart of bloom periods and plant densities. ☐ Chart attached
   _____
3) **Surveillance Zone**: Describe crops grown and high-risk activities such as sanitary landfills, incinerators, sewage treatment facilities, power plants, golf courses, towns or cities, land to which prohibited materials are applied, and all other sources of potential contamination located in the surveillance zone of 2.2 miles (3.4 km) beyond the forage zone. Crops produced using excluded methods, deemed by the accredited certifying agent to be attractive to bees, are not permitted on land within the surveillance zone.
   _____

C. Hive Care

1) Provide a description of the structures provided for your bee colonies, including foundation and frame types and how your operation maintains these structures:
   _____
   Hives must be constructed of non-synthetic materials. Lead-based paints are not allowed for the painting of outside surfaces. Treated wood is prohibited.

2) Verify that the supplemental feeding program outlined in **L3.0 Livestock Fee, Feed Supplements, Water** includes approximate times throughout the year and identifies summer vs winter alterations. ☐ Verified

   a) If organic sugar syrup is provided to the bees, describe how your operation verifies that it is not provided within 15 days of the placement of bee product collection equipment:

3) Describe anticipated health and/or pest problems and your preventative management plans for them: i.e. varroa mite, tracheal mite, small hive beetle, bears, small mammals, etc.

Health or Pest Issue	Prevention Plan	Additional Notes

Materials used in harvest and hive maintenance activities, including your source of smoker fuel, must be listed on your Materials Application Form. ***Note: The producer must not use synthetic bee repellants.***

D. Harvesting and Extracting

1) Describe your method and schedule for harvesting your bee product(s):

Product	Harvesting Schedule	Method

2) Attach a description of how your product is extracted and the types of equipment used. Please provide a flow chart of activities from the removal of product from the hive to packaged product. ☐ Description and Flow Chart Attached

   a) Are any ingredients added to the final product(s)?

   ☐ No ingredients added ☐ Yes: Complete relevant Handler OSP Forms, listed on the **Guide to Handler OSP Forms**.

3) In addition to the records listed on **L9.0 Record Keeping** and **G8.0 Record Keeping** (if applicable), check any of the applicable records listed below that you maintain:

   ☐ Floral and pollen sources in the forage and surveillance zones
   ☐ Documentation for sources of foundation and its organic status
   ☐ Documentation that comb has been drawn out under organic management
   ☐ The season(s) 'clean' frames have been used in production
   ☐ Documentation for introduced or raised queens
   ☐ Documentation of hive maintenance throughout the season; expansion into additional supers, harvest dates, monitoring of brood health, etc.

Operation Name: _____ **Date:** _____

- Complete a separate form for each species of animals to be certified.
- The NOP defines a class of animal as *a group of livestock that shares a similar stage of life or production. The classes of animals are those that are commonly listed on feed labels.*
- Records regarding your feed practices must be maintained and available for review at inspections. Records may include, but are not limited to, feed purchase and transportation records, organic certificates, feed harvest records and feed as fed records. *See* ***NOP Livestock Recordkeeping Templates*** *for additional guidance and sample forms.*

Species of animals described by this form:
(*e.g.: Cows, Ducks, Hens, Hogs, etc.*) _____

A. Feed Ration for Non-Ruminants

☐ N/A. I do not have organic non-ruminant animals on my operation. **Skip to Section B: Feed Ration for Ruminants.**

1) Describe feed rations for each production group (*e.g. Chicks, laying hens, hogs, etc.*). Attach additional pages as needed.

Production Group	Type of Feed or Supplement	Amount Per Animal in lbs. (specify unit of time)
Example: Chicks 0-12 weeks	*Organic 20% Chick Starter*	*1 lb. per week*
	Organic dried kelp meal	*.25 lbs per week*

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2) **Poultry Operations Only:** Describe how your operation ensures feed rations do not exceed maximum allowances for methionine as outlined in NOP §205.603(d)(1).

Maximum rates are averaged per ton of feed over the life of the flock: Laying chickens - 2 pounds; broiler chickens - 2.5 pounds; turkeys and all other poultry - 3 pounds.

☐ N/A. None of my rations include synthetic methionine.
☐ No individual ration exceeds maximum rates listed in 205.603(d)(1). Individual ration sheets listing methionine content are attached.
☐ Purchase lifetime ration from a certified organic feed handler who provides ration schedule to meet this requirement.
☐ Other, describe:

3) **Poultry Operations Only:** Describe the typical cycle of molting on your operation. *Induced molting, defined in NOP §205.2 as molting that is artificially initiated, is prohibited per NOP §205.238(c)(10).*

☐ Describe:

B. Feed Ration for Ruminants

☐ N/A. I do not have organic ruminant animals on my operation. **Skip to section D. Water.**

1) Submit one of the following for all rations fed to all classes of animals during the grazing and nongrazing seasons:

☐ **CCOF Single Ration Dry Matter Intake (DMI) Calculation Worksheet** for each class and ration are attached.
☐ Animals consume 100% pasture during the grazing season and the grazing season is at least 120 days per year. I provide supplemental feed in the non-grazing season.
☐ A sample feed-as-fed record for this feeding is attached.
☐ My animals solely receive 100% pasture for 365 days per year.
☐ Feed Rations and DMI Calculations for each class are on my own forms. These forms are attached along with a description of how to interpret and audit these forms.

2) What is your method for documenting feed as fed when feeding practices differ from your approved ration(s)?

☐ N/A, I feed exactly what is described as my ration noted above.
☐ I maintain calculations of all feed as fed in a spreadsheet, calendar, logbook or other record. (Attach a sample).
☐ Other, describe:

3) How do you document total grazing days by production group for the grazing season?

☐ N/A. My animals graze year-round and, if needed, temporary confinement is recorded.
☐ Calendar (Attach a sample). ☐ Logbook (Attach a sample).
☐ I use grazing management software that documents the movement of my animals.
☐ Other, describe:

4) What is your method for calculating dry matter intake from pasture during the grazing season to ensure that your ruminant animals graze at least 30% of their dry matter demand from pasture over the grazing season? *Check all that apply:*

☐ I utilize **CCOF's Grazing Season Dry Matter Intake Summary Worksheet** for each production group.

☐ I maintain a spreadsheet of my own making. (Attach a sample).

☐ I only provide small amounts of supplemental feed to animals sporadically throughout the year. I record these occasional supplemental feedings in a manner that can be used to calculate dry matter fed per animal. (Attach a sample).

☐ Other, describe:

_____

5) Does your operation grain finish ruminant slaughter stock?
Ruminant slaughter stock, typically grain finished, shall be maintained on pasture for each day that the finishing period corresponds with the grazing season for the geographical location. Yards, feeding pads, or feedlots may be used to provide finish feeding rations. Continuous total confinement of ruminants in yards, feeding pads, and feedlots is prohibited. The finishing period shall not exceed one-fifth (1⁄5) of the animal's total life or 120 days, whichever is shorter. §205.239(a)(1)&(d).

☐ N/A, I do not grain finish ruminant slaughter stock

☐ Yes. List finishing period length and typical slaughter age: _____

C. Dry Matter Demand

Organic ruminant producers shall provide the method for calculating dry matter demand and dry matter intake. §205.237

1) Complete the table below or attach additional sheets with all information requested below for all classes of animals. You may use the Dry Matter Demand tables provided by the National Organic Program or by CCOF for estimating dry matter demand.

☐ Sheet(s) attached

Class of Animal *(e.g.: milking string, dry cows, heifers, calves, etc)*	**Approximate Body Weight**	**Dry Matter Demand**
	Lbs	Lbs/day
	Lbs	Lbs/day
	Lbs	Lbs/day
	Lbs	Lbs/day
	Lbs	Lbs/day

2) How have you determined the dry matter demand figure reported above?

☐ I use a known reference to estimate the dry matter demand. *Be prepared to show your references at inspections.*

☐ I utilize a nutritionist to determine dry matter demand

☐ I use rations fed during the non-grazing season (no pasture fed) to determine dry matter demand

☐ I use a percentage of the animal's body weight to determine DMD. The percentage I use is: _____

D. Water

1) Describe how you ensure your animals receive clean water for drinking year-round.

_____

2) Do you add anything to the drinking water to supplement the health and nutrition of your animals? (*e.g.: organic apple cider vinegar, electrolytes, etc.*)

☐ No ☐ Yes. List specific materials on your **Livestock Materials Application (OSP Materials List)**

3) What is the source of your animals' drinking water?

☐ Well ☐ Reservoir ☐ Water district (name): _____

☐ River, stream, or lake (name): _____

4) Are you aware of any prohibited materials that may be added to your animals' drinking water?

☐ Yes ☐ No

a) If yes, is your operation responsible for applications of prohibited materials?

☐ Yes ☐ No

b) What measures have you taken to prevent contact of your animals' drinking water with prohibited materials?

E. Feed Suppliers

1) How do you source organic feed? Check all that apply:

*List all feed suppliers on your **L7.1 Suppliers**.*

☐ Directly from certified organic operations.

☐ Purchase feed from a retail feed store that is in sealed and tamper-evident final retail packaging.

☐ I grow my own organic feed ingredients.

☐ I mix and/or mill my own organic feed. *Complete **L8.0 Livestock Product Handling** to describe feed mixing facility.*

☐ Other, describe:

F. Feed Supplements and Additives

Feed supplements and additives are anything you add to livestock feed for a specific nutritional need or to improve nutrient balance of the total ration. All agricultural ingredients in feed supplements and additives, such as molasses, must be organic. All feed supplements and additives used must be reviewed and approved by CCOF prior to use.

1) List all feed supplements and additives, including vitamins, minerals, silage inoculants, etc. on your **Livestock Materials Application (OSP Materials List)**. Update your OSP Materials List directly via email or MyCCOF Materials Search.

☐ N/A. I do not provide supplements/minerals to my organic livestock.

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Operation Name: _____ **Date:** _____

- ► This form is for mammalian and non-avian species. Complete a separate form for each species of livestock to be certified.
- ► To describe living conditions & transport for avian species, complete **L4.2 Avian Living Conditions**

Species described by this form: _____

A. Mammalian and Non-Avian Living Conditions

The producer must establish and maintain year-round livestock living conditions that accommodate the wellbeing and natural behavior of animals, suitable to the species, stage of life, climate, and the environment.

1) Describe the climate / weather pattern in your region and how it impacts your selection of animal housing, animals' access to the outdoors, and ruminants' access to pasture.

_____

2) Check if you provide year-round access to the following for animals as applicable:
   - ☐ Shelter from adverse weather (including trees) ☐ Direct sunlight ☐ Exercise areas or range areas ☐ Fresh air
   - ☐ Clean water for drinking ☐ Appropriate clean, dry bedding ☐ Access to the outdoors ☐ Shade (including trees)
   - ☐ Dairy Young Stock Only: If individual pens are used, are they designed & located so each animal can hear, smell, & see other animals.
   - ☐ Swine are provided rooting materials, except during farrowing and suckling periods

3) **Ruminant Operations:** *Yards/feeding pads are areas that can be used for feeding, exercising, and to provide outdoor access during the non-grazing season and a high traffic area where animals may receive supplemental feeding during the grazing season*.

   Does your operation utilize yards, feeding pads, and/or feedlots for any of the following? **Select all that apply**:
   - ☐ N/A, I do not have ruminant animals &/or do not use yards, feeding pads, or feedlots.
   - ☐ Yes. Access to the outdoors during the non-grazing season
   - ☐ Yes. Supplemental feeding during the grazing season
   - ☐ Yes. Provide finish feeding rations for slaughter stock

   a. **If yes**, are these areas large enough to allow livestock occupying the yard, feeding pad, or feedlot to feed without crowding and/or competition for food? ☐ Yes

   b. **If yes**, are they well-drained, kept in good condition (including frequent removal of wastes), and managed to prevent runoff of wastes and contaminated waters to adjoining or nearby surface water and across property boundaries? ☐ Yes

4) Complete the table below to describe housing and/or confinement areas for all classes or groups of animals, including areas used for young animals (calves, piglets, etc.) *NOP §205.239.*

   In confined housing with stalls for mammalian livestock, enough stalls must be present to provide for the natural behaviors of the animals. A cage must not be called a stall.

   Swine must be housed in a group, except; sows at farrowing & during suckling (gestation & farrowing crates are prohibited), boars, & swine with documented instances of aggression or for recovery. Piglets shall not be kept on flat decks or in piglet cages.

   - ☐ Additional sheets attached
   - ☐ N/A, no housing structures provided (e.g. cattle on rangeland with trees) **Skip to question 6.**

Livestock Type	Housing Type	When Used Stage of Life	Size	# Animals housed	# Stalls (if applicable)	Outdoor access?
Ex: Dairy Calves	*Calf hutches and pen*	*Up to 3 months old*	*10' x 12'*	5	5	☒ *Yes* ☐ *No*
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No
						☐ Yes ☐ No

5) Ensure the map(s) provided with your **Parcel Application**(s), or included in your OSP, identify all locations of livestock shelter in addition to other livestock needs as described in Section E: 'Maps' of the Parcel Application.

☐ Yes, my maps include locations of livestock shelter and other livestock needs.

6) Describe the types of bedding used by your operation:

Roughages used for bedding must be organic and certificates must be available at inspection.

☐ Organic roughage (straw, almond hulls, etc.) Ensure suppliers are listed and approved on your **L7.1 Suppliers**.

☐ Non-roughages (almond shells, wood shavings, etc.) ☐ Rangeland or pasture

☐ Other (describe):

7) Check if all shelter/indoor housing areas provide the following for your animals:

☐ Sufficient space and freedom to lie down, turn around, stand up, fully stretch their limbs, & express normal patterns of behavior

☐ Temperature level, ventilation, & air circulation suitable to the species ☐ Reduction of potential injury

a) If not, provide an explanation as to why something is not checked/provided.

8) Check if all indoor housing provides the following for your animals:

☐ Areas for bedding & resting that are sufficiently large for the species ☐ Solid build/constructed.

☐ Sufficiently comfortable so that animals are kept clean, dry, and free of lesions.

a) If not, provide an explanation as to why something is not checked/provided.

9) How do you ensure animal housing, pens, runs, etc. are properly cleaned and disinfected sufficient to prevent cross-infection and build-up of disease-carrying organisms? Include method and frequency of cleaning.

☐ Cleaning SOP attached

☐ Description:

10) For outdoor access areas that include soil, how do you ensure vegetative cover is appropriately maintained? Note that pasture management is described separately on the **L4.1 Pasture Management Plan**.

11) How do you ensure your animals are provided with natural sunlight in their housing structure(s)?

12) Describe any additional structures or accommodations you provide to support natural behaviors of your animals in their housing (e.g.; rooting materials for swine, proximity to other animals, etc.)

B. Outdoor Access and Temporary Confinement

1) At what age or stage of development do animals begin to have access to the outdoors?

2) Complete the table to describe whether animals are confined for the reasons below. See section C below for additional listing of periods of temporary confinement of **ruminants** from pasture. Attach additional sheets if necessary.

Reason	Circumstances of Temporary Confinement *(When animals are denied outdoor access, including night time.)*
Risk to Soil or Water Quality *(e.g. animal access causes detrimental impact)* ☐ N/A, no confinement for environmental protection.	
Animal's Stage of Life *(e.g. calves. Does not include "lactation" or "breeding")* ☐ N/A, no confinement for stage of life.	
Inclement Weather *(e.g. weather that could cause physical harm or illness)* ☐ N/A, no confinement for inclement weather.	
Protection of Health, Safety, or Well Being *(e.g. at night due to predation, regional disease outbreaks.)* ☐ N/A, no confinement for animal protection.	
Preventative Healthcare or Medical Treatment *(life stages &/or lactation are NOT an illness or injury)* ☐ N/A, no confinement for healthcare.	
Sorting or Shipping *(Continuous organic management, including organic feed, required throughout extent of confinement.)* ☐ N/A, no confinement for sorting or shipping.	
Breeding *(No longer than necessary for natural breeding or to perform artificial insemination. Cannot confine to observe estrus, or after breeding to confirm pregnancy)* ☐ N/A, no confinement for breeding.	
4–H, FFA, and other Youth Projects *(Continuous organic management, including organic feed, required before, during, & after the event/project.)* ☐ N/A, no confinement for youth projects.	*Permitted timeframes per NOP§205.239(b)(8).* **Check all that apply**: ☐ No more than one week prior to the event ☐ Through the event ☐ Up to 24 hrs after the animals return home following the event

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C. Confinement of Ruminants from Pasture

1) Complete the table below to list periods of confinement from pasture for ruminants during the grazing season (when pasture is available for grazing). Any additional periods of confinement for ruminant animals must be listed in the table above.

☐ N/A, not raising ruminant livestock (e.g. cattle, sheep, goats, etc.)

☐ N/A, no planned confinement of ruminant animals from pasture or outdoor access.

Reason for Confinement	Allowed Period of Confinement	Amount of Time Organic Animals are Confined (may not exceed allowed periods)
Lactation Dry Off	One week (outdoor access required)	
Pre-Parturition	Three weeks	
Post-Parturition	One week	
Newborn Dairy Cattle	Up to 6 months (must be allowed to lie down, stand up, fully extend limbs & move freely)	
Shearing	Short periods for shearing	

2) For operations milking animals, complete the table below to describe when animals are brought in from pasture for milking:

☐ N/A not milking animals. **Skip to Section D. Transport**

Milking must be scheduled in a manner to ensure sufficient grazing time to provide each animal with an average of at least 30 percent DMI from grazing throughout the grazing season. Milking frequencies or duration practices cannot be used to deny dairy animals pasture, NOP §205.239(c)(4).

Class *(e.g. High String, String 1)*	**Time animals are brought in from pasture for milking** *(e.g. 5 AM & 5 PM)*	**Time when animals return to pasture** *(e.g. 9 AM & 9 PM)*	**Are animals kept off pasture for longer than the time it takes for just milking?** *(e.g. Yes: 1 hour)*	**If yes, explain.** *(e.g. Feeding grain)*
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	

3) Clarify the total hours each animal spends on pasture per day during the grazing season:

_____

D. Transport

All livestock must be fit for transport. Seriously crippled and non-ambulatory animals must not be transported for sale or slaughter. Calves must have a dry navel cord and be able to stand and walk without human assistance. NOP §205.242.

1) Is your operation responsible for transport of organic animals to and/or from your operation? Select all that apply.

☐ N/A, animals are never transported to or from my operation while under my ownership. **Stop, this form is complete.**

☐ I transport organic animals.

☐ I contract transport of organic animals. *Consider using CCOF's **Animal Transport Affidavit** at each instance of transport to verify how all requirements pertaining to animals in transport are met.*

2) Describe reason(s) animals are transported:

_____

3) How are animals identified as organic while in transport?

Organic animals must be clearly identified as organic. Animals' identity must be traceable for the duration of transport and link to audit trail records.

Describe: _____

4) Who will verify that all animals are fit for transport prior to being loaded and how will this be documented?

☐ CCOF's **Animal Transport Affidavit** will be used to confirm this verification at each instance of shipment.

☐ Other (describe): _____

5) Do you ensure season-appropriate ventilation is provided, for all modes of transportation, that protect animals against cold and/or heat stress?

☐ Yes.

6) If transport time exceeds 8 hours (from when all animals are loaded until the vehicle arrives at its final destination) how do you ensure organic management and welfare are maintained? *Records of transport times must be maintained.*

☐ N/A. Transport time is always less than 8 hours.

☐ Standard Operating Procedure (SOP) that describes ongoing plan to maintain animal welfare during transport is attached.

☐ Other (describe): _____

7) Operations must have emergency plans in place that adequately address possible animal welfare problems that might occur during transport (e.g. animal injury, animals escaping, breakdown of vehicle, etc.).

☐ Emergency management plan is attached.

☐ Emergency plan described here: _____

8) What bedding is provided to keep livestock clean, dry, and comfortable during transport?

☐ Organic roughage (straw, almond hulls, etc.) Ensure suppliers are listed and approved on your **L7.1 Suppliers**.

☐ Non-roughages (almond shells, wood shavings, etc.)

☐ Other. Describe bedding used in transport:

_____

9) Are animals ever unloaded and reloaded between the departure location and final destination?

☐ NA, animals stay in transport vehicle until arrival at destination. **Stop, this form is complete.**

☐ Yes, list reason: _____

10) How do you prevent contamination and commingling during transport and unloading/reloading? (e.g.; ensuring organic animals do not have access to nonorganic feed) Select all that apply:

☐ Areas are cleaned and all nonorganic feed and bedding is removed prior to my animals' arrival.

☐ There is no access to non-organic vegetation. ☐ Nonorganic feed is separated and clearly identified.

☐ Other (describe): _____

11) If the duration of transportation requires animals to be on vegetative land that you do not manage, how do you ensure it is certified organic?

☐ NA, animals are never placed onto land with vegetation during transport.

☐ I maintain current organic certificates for all land where animals are located during transport.

☐ Other (describe): _____

Operation Name: _____ **Date:** _____

- The producer must demonstrate a functioning management plan for pasture for all ruminant livestock on the operation.
- Pasture must be managed as a crop in full compliance with the applicable sections of the regulations. Use the Grower OSP to describe your management practices such as seeds, pasture pest management, soil fertility, etc.
- *An organic producer must not prevent, withhold, restrain, or otherwise restrict ruminant animals from actively obtaining feed grazed from pasture during the grazing season, except for conditions as described under §205.239(b) and (c). §205.237(b)(8)*

A. Grazing Season

The grazing season is the period of time when pasture is available for grazing, due to natural precipitation or irrigation. Due to weather, season or climate, the grazing season may or may not be continuous, but must be at least 120 days per year. Dates may vary because of mid-summer heat/ humidity, significant precipitation events, flood, hurricanes, drought or winter weather events. The grazing season may be extended by the grazing of residual forage. §205.2

1) What are the approximate start and end dates of your grazing season?

_____

2) Describe the conditions that characterize your grazing season:
(E.g.: Temperature ranges, weather conditions, height of vegetation, unique factors of local micro-climate, terrain).

_____

3) Approximately how many hours per day do your animals graze?

_____

4) Do any production groups graze outside of the start and end dates noted above? If so, confirm the production group(s) that graze outside of the listed grazing season dates and provide a written explanation describing the reason(s) for this additional grazing:

_____

B. Pasture Management for Ruminant Producers

The pasture plan shall include a description of the cultural and management practices to be used to ensure pasture of a sufficient quality and quantity is available to graze throughout the grazing season and to provide all ruminants under the organic system plan with an average of not less than 30 percent of their dry matter intake from grazing throughout the grazing season. §205.240(c)(2):

1) Submit pasture maps that include the location, size, individual identification and the locations of permanent fences, shade and water. You may provide a satellite image of each parcel to show the locations and sources of shade and water.
   - ☐ Maps submitted to CCOF.
2) If parcels are divided into smaller paddocks for more intensive grazing, do parcel maps on file include paddock numbers/codes as referenced in grazing logs?
   - ☐ Yes, my maps identify the specific paddocks listed in grazing records.
   - ☐ N/A, parcels are not divided into smaller paddocks.
3) Describe the type(s) of pasture you have available for grazing organic animals (perennial, annual plantings, primary species, etc.)

_____

4) Complete the table below to provide further detail of the movement of your grazing animals. *Attach other sheets if necessary.*

Class of Animal *(e.g.: milking string, dry cows, heifers, calves, etc.)*	**Typical Stocking Density per Paddock**	**Typical Paddock Size**	**Frequency of Movement**	**Duration of Resting Period for Paddock**

5) How do you ensure that enough pasture of sufficient quality is available to supply a minimum of 30% of animals' dry matter intake requirements during the grazing season? Check all that apply.

- ☐ Rotational grazing
- ☐ Periodic pasture reseeding
- ☐ Maintaining certification for additional pastures for supplemental grazing
- ☐ Irrigation (if available, must be used to promote pasture growth)
- ☐ Mowing, clipping or weed control, as needed to promote palatable species growth
- ☐ Sending animals for custom grazing/management at another certified operation.
  - ☐ A **Custom Grazing & Management Affidavit** has been submitted for each location providing this service.
- ☐ Other (describe):

_____

6) How do your pasture management practices minimize the outbreak and spread of disease and parasites? Check all that apply.

- ☐ Prevent overgrazing
- ☐ Allow resting period sufficient to break parasite life cycles
- ☐ Multi-species grazing
- ☐ Mowing or cultivation
- ☐ Apply materials to pastures to reduce parasite load (list all materials on OSP Materials List)
- ☐ Release beneficial insects to reduce parasite load
- ☐ Strategic placement of supplemental feed (e.g. off of the ground and in feeders)
- ☐ Planting high tannin forages
- ☐ Other (describe):

_____

Operation Name: _____ **Date:** _____

► This form is for avian species. Complete a separate form for each avian species of livestock to be certified.

► To describe living conditions & transport for non-avian species, complete **L4.0 Mammalian and Non-Avian Living Conditions**

Species described by this form: _____

The producer of an organic poultry operation must establish and maintain year-round poultry living conditions that accommodate the health and natural behavior of poultry, including: year-round access to outdoors; shade; shelter; exercise areas; fresh air; direct sunlight; clean water for drinking; materials for dust bathing; and adequate outdoor space to escape aggressive behaviors suitable to the species, its stage of life, the climate, and environment. Induced molting is prohibited.

A. Avian Living Conditions

1) Describe the climate / weather pattern in your region and how it impacts your selection of animal housing and animals' access to the outdoors.

_____

2) Check if you provide year-round access to the following:
   - ☐ Shelter from adverse weather ☐ Direct sunlight ☐ Exercise areas or range areas ☐ Fresh air
   - ☐ Clean water for drinking ☐ Housing must have appropriate clean, dry bedding/litter ☐ Access to the outdoors
   - ☐ Shade (including trees) ☐ Housing that includes materials for scratching & dust bathing
   - ☐ Adequate outdoor space to escape aggressive behaviors
   - ☐ Housing space for all birds to move freely, stretch both wings simultaneously, stand normally, and engage in natural behaviors

3) If you are subject to requirements in 21 CFR part 118—Production, Storage, and Transportation of Shell Eggs, what steps have you taken to prevent stray poultry, wild birds, cats, and other animals from entering poultry houses?

4) ☐ N/A, my operation is not subject to this requirement.
   Describe and/or attach your Standard Operating Procedure (SOP):

   _____

   *If materials are used, they must be included on your **Livestock Materials Application (OSP Materials List)**.*

5) Describe the types of bedding used by your operation:
   Roughages used for bedding must be organic and certificates must be available at inspection.
   ☐ Organic roughage (straw, almond hulls, etc.) Ensure suppliers are listed and approved on your **L7.1 Suppliers**.
   ☐ Non-roughages (almond shells, wood shavings, etc.) ☐ Other (describe):

   _____

6) Ensure the map(s) provided with your **Parcel Application**(s), or included in your OSP, identify all locations of poultry housing in addition to other livestock needs as described in Section E: 'Maps' of the Parcel Application.
   ☐ My maps include locations of poultry housing and other livestock needs

7) Describe any additional structures or accommodations you provide to support natural behaviors of your animals in their housing:

   _____

8) Does your operation use mobile coop(s) to move animals through pasture? ☐ N/A, no mobile coops used.
   a) If yes, how do you manage the movement of mobile coops to ensure protection of soil and water quality?

   _____

B. Ammonia Monitoring

Producers must monitor ammonia levels at least weekly by taking measurements at the height of the birds' heads and implement practices to maintain ammonia levels below 20 ppm. When ammonia levels exceed 20 ppm, producers must implement additional practices including additional monitoring to reduce ammonia levels below 20 ppm. Ammonia levels must not exceed 25 ppm. NOP § 205.241(b)(2).

1) How often do you monitor ammonia levels? ☐ Daily ☐ Weekly ☐ Other (describe):

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2) If ammonia levels exceed 20 ppm, what additional practices & monitoring do you implement to reduce ammonia levels to below 20 ppm and ensure levels do not exceed 25 ppm?

☐ Describe: _____

☐ Attached SOP for ammonia monitoring and/or sample ammonia monitoring log.

C. Lighting

For layers and all other fully feathered birds, artificial light may be used to prolong the day length, to provide up to 16 hours of continuous light per 24-hour period (minimum of 8 hours of continuous darkness per 24-hour period). Artificial light intensity should be lowered gradually to encourage hens to move to perches or settle for the night. Artificial light spectrum may not be manipulated to increase feed intake and growth rate. NOP §205.241(b)(3).

☐ N/A. I do not raise layers or birds that are ever fully feathered. **Skip to section D Temporary Confinement**

☐ N/A. I do not use artificial lighting in my poultry house(s). **Skip to section D Temporary Confinement**

1) How many hours of continuous artificial light are provided per 24-hour period?

Describe: _____

2) Attach your SOP for how artificial light intensity is manipulated in the poultry house throughout the day. ☐ Attached.

3) How do you ensure your animals are provided with natural sunlight in their housing structure(s)?

_____

D. Temporary Confinement

1) Complete the table to describe whether animals are confined for the reasons below. Attach additional sheets if necessary.

Reason	Circumstances of Temporary Confinement *(When animals are denied outdoor access, including night time.)*
Animal's Stage of Life ☐ N/A, no confinement for stage of life.	☐ First (#) weeks of life (broilers) ☐ First (#) weeks of life (pullets) ☐ Other, list species & describe:
Inclement Weather *(e.g. temperatures < 32° or > 90°)* ☐ N/A, no confinement for inclement weather.	☐ Low temperature: degrees F ☐ High temperature: degrees F ☐ Other, describe:
Nest Box Training *(No longer than required to establish proper behavior & must not exceed 5 wks over the life of the bird.)* ☐ N/A, no confinement for nest box training.	☐ Total weeks: (#) ☐ Total life of bird:
Sorting or Shipping *(Continuous organic management, including organic feed, required throughout extent of confinement.)* ☐ N/A, no confinement for management.	
Protection of Health, Safety, or Well Being *(e.g. at night due to predation, regional disease outbreaks)* ☐ N/A, no confinement for animal protection.	
Risk to Soil or Water Quality *(e.g. animal access causes detrimental impact)* ☐ N/A, no confinement for environmental protection.	
Preventative Healthcare or Medical Treatment *(life stages &/or egg laying are NOT illnesses/injuries)* ☐ N/A, no confinement for healthcare.	
4–H, FFA, and other Youth Projects *(Continuous organic management, including organic feed, required before, during, & after the event/project.)* ☐ N/A, no confinement for youth projects.	Permitted timeframes per NOP *§205.241(d)(8)*. **Check all that apply:** ☐ No more than one week prior to the event ☐ Through the event ☐ Up to 24 hours after the birds return home following the event

E. Housing Specifications

When assessing indoor stocking density, indoor space includes flat areas available to birds (excluding nest boxes) & may include enclosed porches and lean-to type structures (e.g., screened in, roofed) if the birds always have access to the space, including during temporary confinement events. If birds do not have continuous access to the porch during temporary confinement events, this space must not be considered indoors. §205.241(b)(11-12).

1) Complete the table below for all housing structures provided for your birds. Attach additional sheets as needed.
Note: "≥" denotes greater than or equal to. For instance, 2 sq ft ≥ 1 sq ft.

Barn/ Housing Name	Production Group	Max # of Birds	Housing Type	Dimensions	Stocking Density	Exit Areas: *Must be ≥ 1 ft per 360 birds.*	Flooring: *Must be ≥ 15% of solid floor area in non-mobile houses with slatted/mesh floors.*	*Layer Housing Only:* Perch Space (Layers Only) *Must be ≥ 6 in. per bird.*	*Layer Housing Only:* % Birds that can Perch Simultaneously *Must be 100%, except aviary housing which must be ≥ 55%.*
Ex: Mobile Coop #2	☐ *Layers* ☒ *Broilers* ☐ *Pullets* ☐ *Other. Describe:*	*40*	☒ *Mobile* ☐ *Aviary* ☐ *Slatted/ Mesh Floor* ☐ *Floor Litter* ☐ *Other. Describe:*	*12 ft x 12 ft total = 144 sq ft.*	*3.6 sq ft per bird*	*2 ft per 360 birds*	☒ *N/A*	☒ *N/A*	☒ *N/A*
*Ex: Layer Houses A-D *4 Identical Houses*	☒ *Layers* ☐ *Broilers* ☐ *Pullets* ☐ *Other. Describe:*	*800*	☐ *Mobile* ☒ *Aviary* ☐ *Slatted/Mesh Floor* ☐ *Floor Litter* ☐ *Other. Describe:*	*20' x100'* *2 levels 2,000 sq ft per level* *total = 4,000 sq ft.*	*5 sq ft per bird*	*3' per 360 birds*	☒ *N/A*	☐ *N/A* **9 inches**	☐ *N/A* **75%**
	☐ Layers ☐ Broilers ☐ Pullets ☐ Other. Describe:		☐ Mobile ☐ Aviary ☐ Slatted/ Mesh Floor ☐ Floor Litter ☐ Other. Describe:				☐ N/A	☐ N/A	☐ N/A
	☐ Layers ☐ Broilers ☐ Pullets ☐ Other. Describe:		☐ Mobile ☐ Aviary ☐ Slatted/ Mesh Floor ☐ Floor Litter ☐ Other. Describe:				☐ N/A	☐ N/A	☐ N/A
	☐ Layers ☐ Broilers ☐ Pullets ☐ Other. Describe:		☐ Mobile ☐ Aviary ☐ Slatted/ Mesh Floor ☐ Floor Litter ☐ Other. Describe:				☐ N/A	☐ N/A	☐ N/A

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F. Outdoor Access Specifications

Producers must provide housing and outdoor space designed to promote & encourage outside access for all birds on a daily basis. NOP §205.241(c).

1) At what age/stage of development do birds have access to the outdoors & how does your operation promote/train birds to go outdoors?

2) Describe the vegetative cover of your poultry outdoor access area. What varieties of plants and cover are growing in your poultry outdoor access area, and how does that fluctuate throughout the year?

   Describe:

3) How do you manage vegetative cover such that it does not provide harborage for rodents and other pests?

   Describe:

4) Complete the table below for all outdoor access areas provided to your birds. Attach additional sheets as needed.

Parcel Name of Outdoor Access Area	Production Group	% Soil/Vegetative *≥75% must be soil w/ vegetation.*	Square footage or acreage of outdoor access area	Qty of Birds	Outdoor Stocking Density: ***Layers:*** *≥ 1 sq. ft. per 2.25 lbs, or ≥ 3 sq. ft. per bird.* ***Pullets:*** *≥ 1 sq. ft per 3 lbs, or ≥ 1.7 sq. ft. per bird.* ***Broilers:*** *≥ 1 sq. ft. per 5 lbs.,or ≥ 2 sq. ft. per bird.*
Ex: Parcel #01: Apple Orchard	☐ *Layers* ☒ *Broilers* ☐ *Pullets* ☐ *Other. Describe:*	*100%*	*6 acres totaling 261,360 sq. ft.*	*200*	*1,306 sq ft per bird*
	☐ Layers ☐ Broilers ☐ Pullets ☐ Other. Describe:				
	☐ Layers ☐ Broilers ☐ Pullets ☐ Other. Describe:				
	☐ Layers ☐ Broilers ☐ Pullets ☐ Other. Describe:				

G. Transport

1) Is your operation responsible for transport of organic animals to and/or from your operation? Select all that apply.

   ☐ N/A, animals are never transported to or from my operation while under my ownership. **Stop, this form is complete.**

   ☐ I transport organic animals.

   ☐ I contract transport of organic animals.

   *Consider using CCOF's **Animal Transport Affidavit** at each instance of transport to verify how all requirements pertaining to animals in transport are met.*

2) Describe reason(s) animals are transported:

_____

3) How are animals identified as organic while in transport?
Organic animals must be clearly identified as organic. Animals' identity must be traceable for the duration of transport and link to audit trail records.

Describe: _____

4) Do you ensure season-appropriate ventilation is provided for all modes of transportation that protect animals against cold and/or heat stress?
☐ Yes.

5) If transport time exceeds 8 hours (from when all animals are loaded until the vehicle arrives at its final destination), how do you ensure organic management and welfare are maintained? *Records of transport times must be maintained.*
☐ N/A. Transport time is always less than 8 hours.
☐ SOP that describes ongoing plan to maintain animal welfare during transport is attached.
☐ Other (describe): _____

6) Operations must have emergency plans in place that adequately address possible animal welfare problems that might occur during transport (e.g. animal injury, animals escaping, breakdown of vehicle, etc.).

7) ☐ Emergency management plan is attached.
☐ Emergency plan described here: _____

8) Are animals ever unloaded and reloaded between the departure location and final destination?
☐ NA, animals stay in transport vehicle until arrival at destination. **Stop, this form is complete.**
☐ Yes, list reason: _____

9) How do you prevent contamination and commingling during transport and unloading/reloading? (e.g., ensuring organic animals do not have access to nonorganic feed.) Select all that apply:
☐ Areas are cleaned and all nonorganic feed and bedding is removed prior to my animals' arrival.
☐ There is no access to vegetation. ☐ Nonorganic feed is separated and clearly identified.
☐ Other (describe): _____

10) If the duration of transportation requires animals to be on vegetative land that you do not manage, how do you ensure it is certified organic?
☐ NA, animals are never placed onto land with vegetation.
☐ I maintain current organic certificates for all land where animals are located during transport.
☐ Other (describe): _____

Operation Name: _____ **Date:** _____

Organic producers must establish and maintain preventive health care practices. When these practices are inadequate to prevent sickness and/or pain and suffering, synthetic medications allowed under NOP §205.603 may be administered. Include health care materials on your Livestock Materials Application (OSP Materials List). Materials must be approved prior to use.

Species described by this form: _____

A. Physical Alterations

Physical alterations may be performed for identification purposes or the safety of the animal. Physical alterations must be performed: at a young age for the species, in a manner that minimizes stress and pain, and by a person that is capable of performing the physical alteration in a manner that minimizes stress and pain. NOP §205.238(a)(5)

1) Describe physical alterations performed on your animals. Include ear tagging, branding, ear notching, castration, dehorning, beak trimming, or other physical alterations as applicable. ☐ N/A, no physical alterations performed.

Physical Alteration	Animal's Age	Method	Who performs alteration
Example: Castration	*3 days*	*Banded*	*Trained employee*

2) How do your practices minimize the pain and stress associated with physical alterations and/or surgical procedures?
   ☐ Minimize handling time ☐ Animals returned to group promptly (minimize separation) ☐ Use of squeeze chutes
   ☐ Use of handling techniques that minimize stress ☐ Use of clean equipment/tools/supplies
   ☐ Use of analgesics, anesthetics, and/or sedatives. Required in surgical procedures as appropriate per NOP §205.238(a)(7) and must be included on your **Livestock Materials Application (OSP Materials List)**.
   ☐ Other (describe): _____
3) How do you ensure equipment and utensils used in contact with animals are properly cleaned & disinfected as needed to prevent cross-infection and build-up of disease-carrying organisms? Include method and frequency of cleaning. NOP *§205.239(a)(6)*
4) ☐ Cleaning Standard Operating Procedure (SOP) attached
   Description: _____

B. Preventive Health Care Practices

1) What preventative health care practices do you implement? Check all that apply.
   ☐ Routine use of vaccines (attach SOP and add the materials to your OSP Materials List)
   ☐ Provide fresh bedding material
   ☐ Manage environmental conditions in housing areas (ventilation, shelter from inclement weather, etc.)
   ☐ Maintain corrals & fences
   ☐ Predator prevention
   ☐ Routine body condition evaluation
   ☐ Routine veterinarian visits
   ☐ Selection of species and types of livestock with regard to suitability for site-specific conditions and resistance to prevalent diseases and parasites
   ☐ Provision of a feed ration sufficient to meet nutritional requirements, including vitamins, minerals, protein and/or amino acids, fatty acids, energy sources, and fiber (ruminants)
   ☐ Pasture management practices to minimize the occurrence and spread of diseases and parasites
   ☐ Sanitation practices to minimize the occurrence and spread of diseases and parasites
   ☐ Provision of conditions which allow for exercise, freedom of movement, and reduction of stress and/or injury appropriate to the species

- ☐ Performance of physical alterations (listed in table above) and surgical procedures necessary to treat an illness or injury are conducted in a manner that employs best management practices to promote the animal's wellbeing and in a manner that minimizes pain, stress, & suffering with use of allowed materials as appropriate
- ☐ Raise on-farm replacement animals; closed herd/flock
- ☐ Other (describe): _____

C. Monitoring of Lameness

Organic producers are required to actively monitor for lameness within the herd or flock and to undertake timely and appropriate treatment and mitigation strategies, per NOP §205.238(a)(8). Lameness can be an issue in various livestock species, including broilers, sheep, and dairy cattle.

1) How frequently do you actively monitor lameness within your organic herd and/or flock?

   ☐ Daily ☐ Weekly ☐ At particular management times; describe: _____

2) When lameness is detected, how will you ensure timely and appropriate treatment? Describe:

   _____

3) How will you determine the cause(s) of lameness on your operation and, once identified; your plan to mitigate it? Describe:

   _____

D. Restricted Medications

1) If you treat an animal with a restricted material (such as a material requiring a withholding period, or parasiticides in dairy animals and/or fiber-bearing animals), how do you identify/segregate/track that animal to ensure that the withholding period are met for the animal and/or its products, or if applicable, the animal isn't sold for organic slaughter? Check all that apply.

   - ☐ N/A, I do not administer restricted medications.
   - ☐ Treatment date and material are documented in animal records ☐ Record Withholding Period
   - ☐ Remove Slaughter Eligibility ID. *Ensure your* ***L6.0 Origin of Livestock*** *reflects your complete visual identification system for treated animals.*
   - ☐ Animals segregated to a separate area of farm ☐ Removed from farm
   - ☐ Other (describe): _____

2) Do you use synthetic parasiticides or have them listed on your materials lists for emergency use? (i.e., moxidectin or fenbendazole)

   Synthetic parasiticides are prohibited for use on slaughter stock but may be used on other animals for emergency treatment, with certifier approval, when organic system plan-approved preventative management does not prevent infestation. Routine use is prohibited. NOP §205.238(c)

   - ☐ No
   - ☐ Yes. Must be included on your **Livestock Materials Application (OSP Materials List)**. Check all preventive measures used to minimize internal parasite problems that apply:
   - ☐ Pasture management. Ensure your **L4.1 Pasture Management Plan** reflects your applicable practices
   - ☐ Fecal monitoring ☐ Monitor body condition
   - ☐ Feed Additive. Must be included on your **Livestock Materials Application (OSP Materials List)**.

3) Provide further detail how you implement the measures listed above, including how frequently these practices are performed. Attach your SOP, if applicable.

   _____

4) Should your preventative management plan fail, how does your operation determine an emergency need for the use of synthetic parasiticides?

   _____

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E. Prohibited Medications

Materials that are prohibited are those that are not included under NOP § 205.603 and that are included under NOP § 205.604. Producers must not withhold medical treatment from a sick animal in an effort to preserve its organic status &/or a treatment designed to minimize pain and suffering for injured, diseased, or sick animals which may include euthanasia. The producer of an organic livestock operation must maintain records that identify all organically managed animals on the operation.

1) If you treat an animal with a prohibited material (such as antibiotics), how do you identify, segregate, & track the animal to ensure that the animal and/or its products are not represented as organic and not fed/provided to organic livestock? Check all that apply.
   - ☐ N/A, I do not administer prohibited medications.
   - ☐ Treatment date and material are documented in animal records
   - ☐ Update the animal's visual Slaughter Eligibility ID. *Ensure your **L6.0 Origin of Livestock** reflects your complete visual identification system for treated animals.*
   - ☐ Sold as non-organic
   - ☐ Animals segregated from organic animals
   - ☐ Removed from farm
   - ☐ Update herd list
   - ☐ Other (describe): _____
2) Do you store any prohibited livestock materials (or materials not included on your approved OSP Materials List) on farm?
   ☐ No ☐ Yes. **Complete this section.**
   a) In storage areas, how do you identify and separate these materials from the materials that are included on your approved OSP Materials List?

   _____

F. Treatment and Euthanasia

Organic livestock operations must not withhold individual treatment designed to minimize pain and suffering for injured, diseased, or sick animals, which may include forms of euthanasia as recommended by the American Veterinary Medical Association. Livestock operations must have written plans for prompt, humane euthanasia for sick or injured livestock suffering from irreversible disease or injury.

1) Attach your operations SOP that describes how you ensure medical treatments are administered to animals as needed to minimize pain and suffering when injured, diseased, and/or sick. Include more prevalent injuries and/or illnesses experienced in animals on your operation (e.g., mastitis, hoof rot, scours, etc.) your plan to monitor for those conditions, and your plan to identify and treat those ailments promptly. ☐ SOP Attached.
2) When practices described in your SOP are not sufficient to reduce pain and suffering in your afflicted animals and restore them to health &/or the animal(s) are suffering from irreversible disease or injury, how quickly will you initiate euthanasia of the animal?

   Describe: _____

   The following methods of euthanasia are not permitted: suffocation; manual blow to the head by blunt instrument or manual blunt force trauma; and the use of equipment that crushes the neck, including killing pliers or Burdizzo clamps. NOP§ 205.238(e)
3) What form(s) of euthanasia does your operation utilize?

   Describe: _____
4) Describe your post-mortem examination of animals to ensure they are deceased.

   _____

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Operation Name: _____ **Date:** _____

- ► Complete this form to describe how you source and identify animals for your organic operation.
- ► Animal purchase records must demonstrate purchase directly from a certified operation for an animal to maintain its certification status.

The producer of an organic livestock operation must maintain records sufficient to preserve the identity of all organically managed animals, including whether they are transitioned animals, and edible and nonedible animal products produced on the operation. NOP §205.236(c)

A. Animal Sourcing

A dairy operation that is not certified for organic livestock and that has never transitioned dairy animals may transition nonorganic animals to organic production only once.

After the one-time transition is complete the dairy operation may not transition additional animals or source transitioned animals from other operations; the operation must source only animals that have been under continuous organic management from the last third of gestation.

Livestock products that are to be sold, labeled, or represented as organic must be from livestock under continuous organic management from the last third of gestation or hatching: Except, that: organic poultry or edible poultry products must be from animals under continuous organic management ***beginning no later than the second day of life****. See the* ***New Livestock Application*** *for required documentation. NOP §205.236(a)*

1) Describe your plan for sourcing replacement animals for your herd/flock. Check all that apply.
   - ☐ I have a closed herd/flock and all replacement animals will be born/hatched on my operation.
   - ☐ I purchase new replacement animals.
     - See the **New Livestock Application** for required documentation when sourcing new animals.
     - Ensure your **L6.1 Livestock Suppliers** is updated to reflect your current livestock suppliers
   - ☐ Other (describe): _____

2) How do you verify that purchased animals are under continuous organic management since the last third of their gestation and whether purchased animals are eligible for organic slaughter? Check all that apply.
   - ☐ N/A, I do not purchase animals.
   - ☐ N/A, I only purchase poultry.
   - ☐ I maintain current certificates and individual animal ID's and receive written confirmation of last third status and slaughter eligibility from the certified seller.
   - ☐ I maintain all required documentation to verify that purchased animals are of last third status but do not require documentation from the seller indicating the animals are eligible for organic slaughter. I will not be selling animals as eligible for organic slaughter. My Client Profile will state "No Organic Slaughter Sales" for this group of animals.
   - ☐ I purchase nonorganic breeder stock prior to their last third of gestation.

3) How do you ensure animals born on farm are managed organically during their last third of gestation?
   - ☐ N/A, I only raise poultry.
   - ☐ All breeder stock are managed organically year-round.
   - ☐ I maintain breeding and birthing records that align with treatment and feeding records.
   - ☐ Other (describe): _____

4) How do you ensure poultry are managed organically from the second day of life? Check all that apply:
   - ☐ N/A, I do not raise poultry.
   - ☐ Hatched on farm (ensure **L4.0 Mammalian And Non-Avian Living Conditions** describes your brooder).
   - ☐ I purchase direct from hatchery.
   - ☐ I purchase from certified organic operations and maintain current certificates from the certified seller.

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B. Identification of Animals

1) Describe how you identify animals. Check all that apply.

☐ Ear tags ☐ Neck tags ☐ Ear notching ☐ Brand ☐ Visual identification
☐ Group/Flock ID number ☐ Purchase date
☐ Other (describe): _____

a) For each of the responses checked above, submit a written description of how your identification traces animals through your production system. Include details such as your ear tag numbering system, how animals are traced to their dams/source, an image of your brand, etc.

_____

2) How do you update or incorporate purchased animal IDs into your recordkeeping system?

☐ N/A, I do not purchase animals.
☐ N/A, I do not purchase animals with individual IDs (e.g. poultry)
☐ Animals keep their original IDs and these are integrated into my herd list.
☐ Animals are given additional new identifiers and I maintain a list of the former and updated identifiers (describe how new identifiers are assigned):

_____

3) Do you raise both organic and non-organic animals, including non-organic breeder stock?

☐ No, not applicable.
☐ Yes. Describe how organic and non-organic animals are differentiated visually and/or physically:

_____

4) Do you plan to sell ruminant animals and/or hogs for organic slaughter?

☐ N/A, I do not raise organic ruminant animals and/or hogs. **Stop, this form is complete.**
☐ No. **Skip to Section C Breeder Stock.** Your Client Profile will state "No Organic Slaughter Sales".
☐ Yes. Complete the table below.

Use the table below to describe the method you use to visually identify animals based on their eligibility for organic slaughter. *Animals eligible for slaughter must have visually distinct identification and your OSP must describe how that visual identification is updated if/when an animal becomes ineligible for organic slaughter. Visual identification systems may include changes to ear tag color, the addition of a new identifier such as a button tag or leg band, a notch to the ear tag, etc.*

If no system for identifying slaughter eligible animals is established, or is not maintained, 'No Organic Slaughter Sales' will be identified on the CCOF Client Profile.

Type of Animal	Visual ID that distinguishes organic slaughter eligibility
e.g.: Nonorganic Breeder Stock	*e.g.: Identified by additional red ear tag*
e.g.: Last third, slaughter eligible animals	*e.g.: identified by numbered blue ear tag*
Last third, slaughter eligible animals	
Last third animals treated with a synthetic parasiticide ☐ N/A, none on farm	
Animals treated with a prohibited material ☐ N/A, none on farm	
Nonorganic breeder stock ☐ N/A, none on farm	
Transitioned dairy animals ☐ N/A, none on farm	
Other nonorganic animals on-site (if parallel production) ☐ N/A, none on farm	

5) If you visually identify your animals with ear tags, how do you verify organic slaughter eligibility status if an animal loses its ear tag?

Describe: _____

C. Breeder Stock

1) Are you sourcing breeder stock from off-farm? Check all that apply.
   - ☐ Yes, and I only use breeder stock that are certified organic.
   - ☐ Yes, nonorganic breeder stock will be brought on site before the last third of gestation of their offspring.
   - ☐ No, I only use my own on-site breeder stock
   - ☐ Other (describe): _____

2) How do you ensure that milk from nonorganic breeder stock is provided only to their offspring? Check all that apply.
   - ☐ N/A. Milk from nonorganic breeder stock is never provided to organic calves.
   - ☐ N/A. There are only breeder stock that are certified organic onsite.
   - ☐ Milk from nonorganic breeder stock is not pooled/collected.
   - ☐ Nurse animals are not used.
   - ☐ Nurse animals are certified organic animals.
   - ☐ If young stock must be bottle-fed, the animals receive certified organic milk.
   - ☐ Other (describe): _____

3) If you administer synthetic parasiticides to breeder stock, how do you ensure use is prior to the last third of gestation but not during lactation for progeny that are to be sold, labeled, or represented as organic?
   - ☐ N/A. Breeder stock are never treated with synthetic parasiticides.
   - ☐ I maintain a log of breeding and treatment dates to ensure treatment is administered prior to the last third of gestation and not during lactation. A sample of this record is attached.
   - ☐ Other (describe): _____

Operation Name: _____ **Date:** _____

- Use the below table to list all livestock suppliers. *Operations with a closed herd, or those that do not purchase organic livestock do not need to complete this form.*
- Submit a **New Livestock Application** with each animal purchase.
- Attach organic certificates for all certified suppliers.
  - In **L9.0 Record Keeping**, describe your certificate monitoring practices to verify the organic status of the products you source and prevent organic fraud.
- 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 new suppliers or products in yellow and removed suppliers or products in blue to simplify updates.
- If sourcing from a certified auction yard or broker, you may list both the certified seller as well as the livestock producer in the "seller" column as applicable.

Livestock Seller *May be the certified livestock producer, certified broker, or certified auction yard*	**Certifier of Livestock Seller** *Include current certificates*	**Livestock Type**						**Organic?** *Y/N*	**Date added to L6.1**
		Dairy Cows	**Beef Cattle**	**Calves**	**Heifers**	**Breeder Stock**	**Other**		
Ex.: XYZ Auction Yard	*Ex.: CCOF*	☐	☒	☐	☐	☐		☒ Yes ☐ No	*Ex.: 10/16/2023*
		☐	☐	☐	☐	☐		☐ Yes ☐ No	
		☐	☐	☐	☐	☐		☐ Yes ☐ No	
		☐	☐	☐	☐	☐		☐ Yes ☐ No	
		☐	☐	☐	☐	☐		☐ Yes ☐ No	
		☐	☐	☐	☐	☐		☐ Yes ☐ No	
		☐	☐	☐	☐	☐		☐ Yes ☐ No	
		☐	☐	☐	☐	☐		☐ Yes ☐ No	
		☐	☐	☐	☐	☐		☐ Yes ☐ No	
		☐	☐	☐	☐	☐		☐ Yes ☐ No	
		☐	☐	☐	☐	☐		☐ Yes ☐ No	

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Operation Name: _____ **Date:** _____

► **All labels must be approved by CCOF prior to use.** Organic labeling guidelines are available at www.ccof.org/labeling.

► Complete this form to describe the livestock products produced by your operation and/or processed by other certified operations.If you are making multi-ingredient product(s) at your own operation (e.g.: cheese, sausage, etc.) please refer to the **Guide to Handler OSP Forms** and submit the appropriate handler forms.

A. Products

1) Which types of products do you plan to sell as certified organic?
   ☐ Meat ☐ Milk ☐ Eggs ☐ Fiber ☐ Live Animals
   ☐ Other (describe): _____

2) In what venue(s) do you sell your product(s)?
   ☐ Retail ☐ Nonretail ☐ Direct to Consumer
   ☐ Other (describe): _____

3) Do you produce both organic and non-organic livestock products?
   ☐ No, not applicable.
   ☐ Yes. Describe how organic and non-organic products (e.g.: milk, eggs) are kept separate through production:
   _____

B. Labels

1) Do you use any retail labels for packaged organic products (e.g.: meat packaging, egg carton, milk bottle)?
   ☐ N/A, none used.
   ☐ Yes. Color samples of **ALL retail labels used are attached.** *Samples must be no larger than 8.5"x11." Photographs, illustrations or print proofs are acceptable. Submit all revisions to CCOF prior to printing.*

2) Do you use any nonretail containers (e.g.: boxes, bins, totes, bags, etc.) for shipping or storage of organic products?
   Nonretail containers are any container used to ship or store organic products that are not used for retail sale.
   Nonretail containers must clearly identify product as organic (not required if container holds product packaged for retail sale with retail organic status identification visible through the nonretail container).
   Nonretail containers must display production lot number, shipping identification, or other unique identification that links the container to audit trail documentation.
   This includes temporary signage applied to unpackaged products during shipping and storage to designate products/animals as organic.
   ☐ N/A, none used. **Skip to Question B5.**
   ☐ Yes. **Color samples of all nonretail labels used for non-retail containers are attached.** *Samples must be no larger than 8.5"x11" - do not send large boxes or entire containers. Photographs, illustrations or print proofs are acceptable*

3) How do nonretail containers identify the organic status of the product? Mark all that apply:
   ☐ "Organic" ☐ "ORG" ☐ "O" ☐ "OG" or similar ☐ CCOF Seal ☐ USDA Seal
   ☐ "Certified Organic By CCOF" Statement
   ☐ Nonretail container holds retail packaged product and the organic status of the product is visible through the nonretail container.
   ☐ Other (describe): _____

4) Indicate which of the following are used on nonretail containers to link the container to your audit trail documentation (e.g. harvest, shipping, storage, and/or sales records). Select all that apply:
   ☐ Lot number. Describe lot numbering system in **L9.0 Record Keeping**
   ☐ Shipping Identification
   ☐ Other unique identification (describe): _____

5) Do you ever co-pack organic products into another company's private label brand at your operation?
   ☐ No, my products are not branded or I solely use brands I own.
   ☐ Yes, Submit a **Co-Packer Application** with copies of all labels.

6) Are all packaging materials, including reused packaging, free of prohibited materials (e.g.: fungicides, preservatives, fumigants)? *Contact packaging manufacturer if you are unsure.*
   ☐ Yes ☐ N/A, no packaging.

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C. Contracted Facilities

*Use the **L8.0 Livestock Product Handling** to describe simple processing practices you perform at facilities you own or lease (e.g.: milk barns, egg washing, etc.). Use this section to describe any facilities you contract to process livestock and/or livestock products on your behalf.*

1) Are your livestock and/or livestock products handled/processed by another certified operation?

☐ No. **Skip to section D.**

☐ Yes, but ownership of livestock/livestock products is transferred before or upon delivery to the facility. Skip to Section D.

☐ Yes. Complete this section.

2) List all finished organic products and their corresponding organic handling operation below. Attach additional pages if necessary.

*The organic certificate for the handler/processor must list the **specific finished products listed below**, with the **organic claim** corresponding to the product label (e.g. 100% Organic, Organic, Made With Organic) and **brands** (if any). **Certificates must be submitted for each product.***

Certified Handling Operation / Facility Name	**Services Provided** *(e.g.: slaughter, cut & wrap)*	**End Product** *(e.g.: Beef Cuts, Whole Chicken)*	**Brand** *(e.g.: Sunshine State Chickens)*	**Fished Product Packaging** *Attach all labels*	**Operation that Applies the Final Label**
				☐ Retail ☐ Nonretail ☐ Unpackaged	☐ My operation ☐ Operation in the first column
				☐ Retail ☐ Nonretail ☐ Unpackaged	☐ My operation ☐ Operation in the first column
				☐ Retail ☐ Nonretail ☐ Unpackaged	☐ My operation ☐ Operation in the first column

D. Sourcing Products

1) Do you source live animals from other operations that you resell?

☐ No ☐ Yes. Ensure your **L6.1 Livestock Suppliers** includes all livestock suppliers.

2) Do you source organic livestock products (e.g.: milk, meat, eggs, fiber) from other operations that you resell?

☐ No. **Skip to section E**. ☐ Yes. Ensure your **L7.1 Suppliers** includes all suppliers you source products from.

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 CCOF naming conventions.

3) How do you verify that incoming products do not contact prohibited substances during transport from the supplier to your operation?

☐ Cleaning and/or purge logs ☐ Certified supplier provides documentation

☐ Other (describe): _____

4) How do you ensure that organic products are not commingled with nonorganic products during transport from the supplier to your operation? Mark all that apply:

☐ N/A, only source certified organic products

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

☐ Shipped on separate vehicles ☐ Shipped from separate destinations

☐ Other (describe): _____

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E. Direct Marketing for Livestock Products

1) Describe all direct marketing venues below or attach a list. Include CSAs, farm stands, Farmers' Markets and online sales.

☐ Same venues as listed in my **G6.5 Sourcing Products and Direct Marketing**. **Stop, this form is complete.**

☐ N/A, no sales directly to consumers.

a) **Farmers Markets** ☐ N/A, no farmers market sales.

Name of market and/or Farmers' Market organization	Market Address	Day(s)	Do you sell non-organic products at this market?
Example: Farmtown Farmers' Market Association	*123 Main St. Farmtown, CA*	*Mon & Sat*	*No*

b) **Other direct marketing venues** (CSA, farm stand, online/website sales, etc.) ☐ N/A

Type	Address or Website (for online sales)	Do you sell non-organic products at this venue?
Example: Online sales	*www.ABCRanch.com*	*Yes*

2) How do you differentiate organic and non-organic products to consumers?

You must ensure organic and nonorganic products are not commingled and avoid misrepresentation of nonorganic products as organic. As applicable to your sales venues, see CCOF's Farmers Market Best Practices Guidelines and/or our Organic Claims on Websites and Other Marketing flyer, both available at www.ccof.org/labeling.

☐ N/A, I only sell certified organic products

☐ Newsletter/delivery list

☐ Description on website (attach sample)

☐ Distinct labels for organic and nonorganic products

☐ Clear "organic" and "nonorganic" signage

☐ Separate sales areas for organic and nonorganic. Describe:

_____

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Operation Name: _____ **Date:** _____

- Use the below table to list all suppliers and feed ingredients and/or animal products you source or resell
  - Do not use this form for suppliers of livestock. For all organic animals you purchase, document suppliers on the **L6.1 Livestock Suppliers**
- Attach organic certificates for all certified suppliers.
  - In **L9.0 Record Keeping**, describe your certificate monitoring practices to verify the organic status of the products you source and prevent organic fraud.
- If any suppliers are uncertified (e.g. brokers/distributors), list both the uncertified supplier and the certified operation they source from in the Supplier column above and attach an Exempt Handler Affidavit (EHA) completed by the uncertified supplier. Products must be enclosed in sealed, tamper-evident retail packaging when acquired by the uncertified supplier and must remain in that packaging while under their control. CCOF will review the EHA and notify you if certification of the supplier is required.
- An **Excel version** of this document is available at www.ccof.org/resources or by contacting CCOF.
- Update this master list as you add and remove suppliers. Highlight new suppliers or products in yellow and removed suppliers or products in blue to simplify updates.
- All feed supplements, vitamins, minerals, and feed additives must be approved on your OSP Materials List.

Supplier	**Certifier of Supplier** *Include current certificates*	**Item Supplied** *List one item per line, match organic certificate*	**Organic?** *Y/N*	**Date added to L7.1**
Ex.: Ron's Hay Broker	*Ex.: CCOF*	*Ex.: Alfalfa Hay*	☐ Yes ☐ No	*Ex.: 3/3/2020*
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	

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Operation Name: _____ **Date:** _____

- Complete this form for each on farm facility (milk barn, egg packing area, slaughter location, etc.) where you process raw organic products (e.g.: milk, meat, eggs, livestock feed, fiber, etc.) This form is for simple processing of single ingredient products only.
- If you are using complex processing or making multi-ingredient products (flavored milk, sausage, mixed feed for sale, etc.) please see the **Guide to Handler OSP Forms** and fill out the appropriate sections of the Handler OSP to apply for the Handler scope of certification.

A. On Farm Facility Information

1) Facility Name: _____

Facility Address: _____

State/Province: _____ City: _____ Country: _____

2) What types of products do you produce? Check all that apply.

☐ I only process my own organic products ☐ I process my own organic and nonorganic products

☐ I process organic products for other operations ☐ I process nonorganic products for other operations

3) What types of processing activities do you perform at this facility?

☐ Milk animals or maintain a milking facility ☐ Mix, mill or grind livestock feed for use on my own operation

☐ Slaughter animals ☐ Cool, age, cut or wrap meat ☐ Process fiber ☐ Wash and/or sort eggs

☐ Other (describe): _____

B. Site Map and Product Flow

1) Attach 8.5 x 11" site map(s) showing all organic processing and storage areas (may be hand drawn). ☐ Map attached

2) Attach either a complete written description or a schematic product flow chart that describes or shows where and how the product is received, stored, processed, packaged, and warehoused.

- The flow chart(s) must include all organic production steps. Identify all equipment, machinery, grading stations, and storage areas, and indicate where ingredients are added, or processing aids are used.
- **Submit a separate flow chart for each production type.**

C. Cleaners and Sanitizers

*Any cleaners (i.e. soaps, detergents) may be used in your facility as long as they are rinsed in a manner that ensures residues will never contact organic products. All materials that directly contact organic products must be approved and included on your **Livestock Materials Application (OSP Materials List)**.*

*Sanitizers are typically used on food contact surfaces or in direct contact with organic product. Sanitizers are not typically rinsed, and residues of these materials may contact product. Examples of allowed sanitizers for organic production are chlorine materials, peroxyacetic acid, hydrogen peroxide, phosphoric acid and alcohols. Sanitizers that may come into contact with organic products **must be reviewed and approved** by CCOF, and included on your **Livestock Materials Application (OSP Materials List)**.*

1) For water used to wash organic products, do you add any materials to the water (e.g.: peracetic acid, hydrogen peroxide, chlorine)?

☐ No, no materials added to wash water.

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

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

☐ No

☐ Yes. Attach records or Standard Operating Procedure (SOP) used for monitoring chlorine. These will be verified at inspection.

a) If yes, do products undergo a final freshwater 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

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3) List all equipment and surfaces that organic products contact during receiving, handling, processing, transport, or storage, including counters, milk lines, milk bottles, pasteurizers, mixing and grinding equipment, storage tanks, etc. Describe cleaning and sanitization that happens before organic runs or provide this information as an attachment (e.g.: SOP for organic): ☐ SOP sections attached

All records must be available at inspection.

Organic Equipment / Contact Surface *e.g.: totes, processing lines*	Cleaned? (Y/N)	Purged*? (Y/N)	Rinsed? (Y/N)	Documentation *e.g.: wash tag, cleaning/production log*

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

4) How do you ensure cleaner and sanitizer residues are removed from organic contact surfaces? ☐ N/A
☐ Rinsing (required for detergents/cleaners and quaternary ammonia) ☐ Air dry or rinse of alcohol-based sanitizers
☐ Using chlorine, peracetic acid, citric acid, hydrogen peroxide, phosphoric acid, and ozone sanitizers – no rinse or air dry required
a) ☐ Residue Testing: ☐ pH ☐ Quaternary Ammonia ☐ Other testing: _____

5) How are equipment cleaning/purging activities documented?
☐ Cleaning and/or purge logs ☐ SOP is followed & is attached
☐ Other (describe): _____

6) Is any equipment used for **both** organic and non-organic product?
☐ No. **Skip to section D.** ☐ Yes. Complete this section.
a) How do you ensure that organic product is not contaminated by nonorganic product during processing?
☐ Cleaned before organic run ☐ Purged before organic run
☐ Other (describe): _____
b) If equipment is purged prior to organic run, describe the purge procedure. Include the product and quantity purged, how you determined this quantity was sufficient, where purged product goes, and how the purge is documented. (*Review equipment manuals for recommended purge quantities):*

_____

D. Facility Pest Management

1) Who is responsible for pest control in your facility?
☐ In-house ☐ Contracted pest control service (name): _____

2) 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): _____

3) Which of the following practices do you use to **control** pests in organic production and storage areas?
☐ N/A, preventative practices are effective. ☐ Mechanical or physical controls, including traps, light, or sound
☐ Pheromones, lures and repellents using nonsynthetic or synthetic substances consistent with the National List. List lures and repellents that you use in organic production and storage areas on your **Livestock Materials Application (OSP Materials List)**.

4) Are the measures listed above sufficient to prevent or control pests?
☐ Yes
☐ No. List pest control Materials from the National List that you apply in organic production and storage areas on your **Livestock Materials Application (OSP Materials List)**.

*Prevention and control methods described in question D2 and question D3 above must be implemented before other National List materials may be used. See the **Livestock Materials Application (OSP Materials List)** for a list of National List materials.*

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5) Are National List materials listed on your OSP Materials List sufficient to prevent or control pests?
☐ Yes ☐ No ☐ N/A, no National List materials used or planned for use.
a) If no, explain below or attach justification (e.g. letter from pest control service): ☐ Letter of justification attached
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 ***Livestock Materials Application (OSP Materials List)****.*

6) How do you prevent pest control materials (e.g. applied via fumigation and/or fogging) from contaminating organic products and/or packaging materials?
You must protect organic storage areas, crops, and packaging from contamination from all facility pest control materials.
☐ N/A.
☐ Remove product and packaging from areas to be treated
☐ Wash and rinse organic contact surfaces after treatment
☐ Cover equipment used for organic handling or storage during treatment
☐ Purge equipment with nonorganic product after treatment
☐ Other (describe):

7) Do you store any prohibited materials (or materials not included on your approved OSP Materials List) on farm?
☐ No ☐ Yes.
a) If yes, in material storage areas, how do you identify and separate these materials from materials that are included on your approved OSP Materials List?

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

E. Slaughter

Mammalian Slaughter*: *Producers who slaughter organic livestock must be in compliance, as determined by FSIS, with the Federal Meat Inspection Act (21 U.S.C. 603(b) and 21 U.S.C. 610(b)), 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. *Producers who slaughter organic exotic animals must be in compliance with the Agricultural Marketing Act of 1946 (7 U.S.C. 1621, et seq.), 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.*

*Avian Slaughter: Producers who slaughter organic poultry must be in compliance, as determined by FSIS, with the Poultry Products Inspection Act requirements (21 U.S.C. 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.*

NOP § 205.242(b)&(c)

1) Does your operation conduct on farm slaughter and, if so; is it in accordance with the applicable regulations noted above?
☐ N/A, no on farm slaughter
☐ Yes
☐ N/A, I am exempt from or not covered by the requirements of the Poultry Products Inspection Act
a) **If yes**, are you prepared to provide all noncompliance records related to humane handling and slaughter issued by the controlling national, federal, or state authority and all records of subsequent corrective actions to certifying agents during inspections or upon request?
☐ Yes.

2) Producers who slaughter organic poultry, but are exempt from or not covered by the requirements of the Poultry Products Inspection Act (noted above), must be prepared to demonstrate the following:

- ☐ N/A, no poultry or my operation is not exempt/is covered by the Poultry Products Inspection Act and question E1 is answered.
- ☐ No lame birds may be shackled, hung, or carried by their legs
- ☐ All birds shackled on a chain or automated system must be stunned prior to exsanguination, with the exception of religious slaughter.
- ☐ All birds must be irreversibly insensible prior to being placed in the scalding tank.

a) **If yes**, have you checked and are you prepared to demonstrate compliance with the 3 requirements above?

☐ Yes.

Operation Name: _____ **Date:** _____

► Complete this form to describe the locations where storage occurs (e.g. livestock feed, roughages for bedding, livestock products, etc.)

A. Storage Locations

1) List all storage locations used for livestock needs.

☐ Not applicable, no storage locations OR all storage locations are identified on **G6.2 Farm Storage**.

Storage Location Name / Address	Do you own or lease this facility?	Item(s) Stored
	☐ Yes ☐ No. Complete question 2)	
	☐ Yes ☐ No. Complete question 2)	
	☐ Yes ☐ No. Complete question 2)	
	☐ Yes ☐ No. Complete question 2)	

2) For storage locations that you do not own or lease: Which of the following applies to the storage facility? (If multiple facilities, check all that apply)

☐ N/A, I own or lease all listed facilities. *Storage facility inspection is required.*

☐ The facility is certified and I maintain copies of their organic certificate. Attach certificate.

*If the facility handles your livestock products in any way other than storage, list in **L7.0 Livestock Product Profile** instead.*

☐ This facility is uncertified. Attach a completed **Exempt Handler Affidavit (EHA).**.

The 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.

*In **L9.0 Record Keeping for Livestock Operations**, describe your monitoring practices to verify that the organic status of your products will be maintained during storage, and prevent organic fraud.*

3) For storage locations you own or lease that store both organic and nonorganic items:

☐ N/A, all listed facilities store only organic items. **Skip to section B.**

a) How do you separate and label organic and non-organic items in storage?

☐ Separate storage areas for organic and non-organic items. ☐ Clear signage

☐ All items are sealed and appropriately labeled ☐ Storage areas are cleaned prior to placing the organic product.

☐ Other (describe):

_____

b) How do you identify organic storage areas?

_____

c) How do you clean storage units or containers prior to storage of organic items & record the cleaning? Any materials that directly contact organic products must be listed and approved on your **Livestock Materials Application (OSP Materials List).**

_____

B. Pest Control in Storage

1) My facility pest management practices are identical to those described in **L8.0 Livestock Product Handling**

☐ Yes. **This form is complete**. ☐ No, I employ different pest management practices in storage facilities. Complete this section.

Include all materials used to control pests in storage areas on your OSP Materials List.

2) Who is responsible for pest control in your facility?

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☐ In-house ☐ Contracted pest control service (name): _____

3) Which of the following management practices do you use to **prevent** pests in the storage locations listed above?
You must use at least one.
☐ Remove pest habitat, food sources, and breeding areas ☐ Prevent access to the storage location
☐ Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)
☐ Other (describe): _____

4) Which of the following practices do you use to **control** pests in organic storage areas?
☐ N/A, prevention practices are effective and additional controls are not needed at this time.
☐ Mechanical or physical controls, including traps, light, or sound.
☐ Pheromones, lures and/or repellents using non-synthetic or synthetic substances consistent with the National List. If used in organic storage areas, list these on your **Livestock Materials Application (OSP Materials List)**.

5) Are the measures listed above sufficient to prevent or control pests?
☐ Yes
☐ No. List pest control materials **from the National List** that you apply in organic storage locations on your **Livestock Materials Application (OSP Materials List)**.
*Prevention and control methods described in B2 and B3 above must be implemented before other National List materials may be used. See the **Livestock Materials Application (OSP Materials List)** for a list of National List materials.*

6) Are National List materials sufficient to prevent or control pests in organic storage areas?
☐ N/A, no National List materials used or planned for use.
☐ Yes ☐ No, other pest control materials are needed.
a) If no, explain below or attach justification (e.g. letter from pest control service): ☐ **Letter of justification attached**
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
_____

7) How do you prevent pest control materials (e.g. applied via fumigation and/or fogging) from contaminating organic products and/or packaging materials?
You must protect organic storage areas, crops, and packaging from contamination from all facility pest control materials.
☐ N/A ☐ Remove product and packaging from areas to be treated
☐ Wash and rinse organic contact surfaces after treatment ☐ Cover equipment used for organic storage during treatment
☐ Other (describe): _____

8) Do you store any prohibited materials (or materials not included on your approved OSP Materials List) on farm?
☐ No ☐ Yes
a) If yes, in material storage areas, how do you identify and separate these materials from materials that are included on your approved OSP Materials List?
_____

9) How do you record pest control material use and measures taken to protect organic products or packaging?
You must document pest control activities and protection of organic.
☐ N/A ☐ Pesticide use log ☐ Log describing removal/reentry of products and packaging
☐ Other (describe): _____

Operation Name: _____ **Date:** _____

- *Certified operations must maintain records that fully disclose all activities and transactions in enough detail to be readily understood and audited. These records must be available for review at inspections.*
- *Records must span the time from production (or purchase or acquisition from the last certified operation) to sale or transport to the next certified operation and must be traceable back to your operation.*
- *Records should be sufficient to demonstrate compliance with organic regulations and kept for at least five years.*

A. Location of Records

Location where all organic records can be reviewed during inspection. If identical to the physical location address provided on your ***CCOF Certification Contract.*** ☐ Identical to physical location address on contract.

Address: _____

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

Contact(name/title): _____

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

B. Required Records

1) Based on the activities described in your Organic System Plan (OSP), does your operation:
   - Maintain all records needed to verify compliance, and
   - Keep these records for at least 5 years, and
   - Make them available during inspections?

☐ Yes, my operation does the above.

Records needed to verify compliance include, but are not limited to, the records listed in the table below:

The table below lists activities that may pertain to your operation. For each activity below, ensure that the indicated records are maintained that correspond with your operation's practices. Sample record-keeping forms can be located at the NOP's website.

If you do this:	Maintain this type of record:
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. If sourcing from an uncertified (exempt) operation, records linking back to the last certified operation in the supply chain. (Uncertified operations must be approved by CCOF). • Organic certificate for the supplier(s) • Labels for all purchased feed and feed supplements
Store organic feed	• Inventory records for feed produced on-farm and for purchased feed • Current organic certificates for offsite storage operations
Make changes to the approved feed ration	• Feed amounts as fed that identify specific commodities, the quantity provided, and to how many animals
Graze ruminant livestock	• Pasture access records (e.g. rotational grazing documentation) • Calculations showing Dry Matter Intake from pasture for all production groups • The start and end of your grazing season
Temporarily confine livestock for allowed reasons	• Document each period of temporary confinement and list animal(s) confined, start and end date(s) of confinement, reason(s) for confinement, and weather data for all dates of confinement (if applicable)
Raise replacement animals on-farm	• Birth and/or hatching records
Purchase new animals	• See form: **New Livestock Application** for a description of records that must be maintained.
Administer health care materials to organic animals	• Health care treatment logs, including vaccination records • Health care and veterinary product purchase records
Raise a herd of ruminant animals	• Herd list including birth date, traceability to dam and/or purchase information, transitional status, organic slaughter eligibility status • Consider use of CCOF's **Herd List Template**.

If you do this:	Maintain this type of record:
Have nonorganic breeder stock on-site	• Breeding and birthing records that demonstrate the dates of the progeny's last third of gestation • Transportation records with the date nonorganic breeder stock arrived on-site • All applicable records to demonstrate the breeder stock were managed organically during their progeny's last third of gestation through nursing of their offspring, including confinement records, medical treatment records, feeding and grazing records, and weaning records
Transport organic animals or products	• Transportation records that include the location of pick-up, number of animals, total travel time on vehicle, and delivery to destination. • If applicable, verification that commingling of certified organic animals was prevented during transport (e.g. animal identification records) • Records indicating the organic status of livestock in a shipment • Consider use of **CCOF's Animal Transport Affidavit**.
Produce organic product (e.g. eggs, milk)	• Production log showing date and quantity of product produced (ex: quantity of eggs or milk) • Cleaning logs and SOPs for product handling (e.g. egg washing), facility equipment cleaning, and other handling activities as applicable.
Sell livestock and/or livestock product, even if not sold as organic	• Shipping or sales records (e.g. delivery receipts, receiving documents, Farmers' Market load lists, etc.) • Contracted and/or sales value for livestock and/or livestock products
Contract with another certified operation for processing	• Organic certificates for certified handlers you use to process product that you own (e.g. slaughter, cut and wrap operations) • Records documenting when and how much product was provided to you, e.g. invoices and shipping records. (You are not required to request production logs from your co-packer).
Slaughter animals on-site	• Documentation attesting to 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 to certifying agents.

C. Audit Trail

*An audit trail is a set of documents that tracks all activities occurring from **origin** through **sale/transfer of ownership** of organic livestock and their products and is sufficient to trace organic products back to their production (eggs tracing to a flock, milk tracing to a herd). Per NOP §205.2, an audit trail consists of documentation that is sufficient to determine the source, transfer of ownership, and transportation of any agricultural product labeled as organic.*
Audit trail records must contain linking elements to trace organic products back to their source or the certified organic supplier if sourced from another operation. Audit trail records must identify livestock/products as organic.

1) Attach a sample audit trail showing how you plan to meet the audit trail requirements above.
   - Highlight or clearly mark the linking elements to show how the documents connect in sequence.
   - Show how you will identify the organic status of the livestock/product(s) on each type of document.
   - For nonretail containers that move through the supply chain (from your operation to the next operation): indicate where in your audit trail system the nonretail container's lot number, shipping identification, or other unique identification will appear.
   - **Even if you are new to organic production, you must provide an example of the audit trail records you plan to maintain.**

   ☐ Sample audit trail attached.

2) In the table below, describe the lot numbering used to link to your audit trail and track organic products once they leave your operation.

☐ N/A, no lot numbering used. Other unique identifier, (such as individual animal ID), is used. Describe below (or state where this is described elsewhere in your OSP):

☐ My operation assigns lot numbers prior to shipment to next operation (e.g. uncertified (exempt) handler, certified organic buyer or handler). Describe your lot numbering system:

*EXAMPLE: **Lot Number**: 23123O10*				
Code	*23*	*123*	*O*	*10*
Signifies	*Year: 2023*	*Julian date: Egg Harvest*	*Organic*	*Flock ID*

Lot Number:				
Code				
Signifies				

D. Split Operation Record Keeping

A split operation is an operation that produces or handles both organic and nonorganic animals &/or products.

1) Mark all of the following that apply to your operation:

☐ Raise both organic and nonorganic livestock of different species
☐ Raise **animals of same species** organically and nonorganically
☐ Sell organic and nonorganic livestock/products, including any that you source from other operations
☐ Sell **identical** organic and nonorganic livestock/products, including any that you source from other operations
☐ None of the above, I solely raise organic animals and have organic livestock products. Skip to Section E.

2) How do your production and transaction documents distinguish between organic and nonorganic livestock/products? *(Examples include health care treatments, purchase and sales records, transportation records, etc.)*

E. Monitoring & Fraud Prevention

Organic fraud is the deceptive representation, sale, or labeling of nonorganic agricultural products as organic.

*You must implement practices and procedures to effectively monitor and verify the organic status of livestock/products you produce or source, to prevent organic fraud. The scale and scope of your fraud prevention plan should reflect the complexity of your activities. See our **CCOF Organic Fraud Prevention Plan** worksheet for more details. CCOF may request that you complete Handler OSP forms and/or a **CCOF Organic Fraud Prevention Plan** worksheet if indicated by the complexity of your activities.*

1) Mark all of the following that apply:

a) ☐ My operation purchases certified organic animals and/or animal products.
*Describe animal purchasing activities in **L6.0 Origin of Livestock** and **L6.1 Livestock Suppliers**.*
*Ensure **L7.1 Suppliers** describes products purchased for reselling/brokering.*

b) ☐ My operation purchases certified organic feed and/or roughages for bedding (packaged in retail packaging and/or unpackaged/bulk feed).
*Describe activities in **L7.1 Suppliers**.*

c) ☐ My operation sends certified organic feed and/or products to another operation for storage.
*Describe activities in **L8.1 Storage for Livestock Producers**.*

d) ☐ My operation sends certified organic animals to other operations for custom grazing and/or management.
*Describe activities in a **Custom Grazing and Management Affidavit**.*

e) ☐ My operation packs into brands/labels owned by other certified operations (e.g. eggs).
*Describe activities in **L7.0 Labeling**.*

f) ☐ None of the above. **Stop, this form is complete.**

2) For each of the scenarios you indicated in question 1, how do you verify current organic status?

Certificates must be current (issued within the last 15 months) and complete (listing the product sourced or produced/handled, with brand, if any). Records must link back to the last certified organic operation, and source of the animal as applicable to determine the eligibility of the animal(s) purchased.

☐ My **G8.0 Record Keeping** describes my complete activities for verifying organic status of operations I work with.
☐ Current organic certificate reviewed with each shipment or transaction.
☐ Certificate reviewed periodically, indicate frequency: ☐ Monthly ☐ Quarterly ☐ Annually
☐ Other (describe): _____

3) How do you monitor the effectiveness of your certificate verification practices and procedures?

Should you suspect organic fraud please visit: www.ccof.org/faq/#how-do-i-address-organic-complaints-and-problems-in-the-marketplace.

☐ My **G8.0 Record Keeping** describes my complete activities for ensuring my monitoring practices are effective.
☐ Standard procedure requires sign-off from more than one employee for each transaction.
☐ Periodic review of records for quality control.
☐ Other (describe): _____

4) 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): _____

5) Attach a map of your supply chain, beginning with the certified operations before you in the supply chain (operations you buy from) and ending with certified operations that you sell or ship organic products to. Consider the following:

a) Certified organic animals, feed, and/or products received by your operation from outside sources.
b) Off-farm storage locations
c) Off-farm processing/post-harvest handling facilities and activities
d) Destination of animals/products: when ownership changes, to whom items are sold.

☐ Supply chain map attached.

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Custom Grazing & Management Affidavit

- This affidavit is intended to clarify roles and responsibilities between operations for the care and keeping of animals. This form applies to operations that both send and receive animals for care.
- A CCOF certified operation may use another certified organic location for animal grazing and/or management when records are maintained that fully disclose all activities and transactions.
- Submit one Affidavit for each certified operation providing services to your organic animals or sending organic animals to you for services.

A. Custom Grazing and Management Service Provider Information

Name of Certified Service Provider: _____

Parcel Name, Address: _____

Anticipated dates when organic animals will be at this location: _____

☐ Service provider's current organic certificate listing the parcel noted above and/or certification for livestock management practices is attached.

Note that depending on the responsibilities and management practices outlined on this form, CCOF may determine that the service provider must be certified to the livestock scope in order to be an approved custom management location.

B. Livestock Owner Information

Name of Certified Livestock Operation: _____

Class and Quantity of Animals receiving custom management: _____

☐ Livestock owner's current organic certificate listing the class of animals noted above is attached.

C. Responsibilities

Complete the table below to clarify the practices, decision-making and records included in the custom service arrangement. If applicable, submit additional agreement, Standard Operating Procedure, or other document describing the roles and responsibilities for services provided.

	Management Activity	Custom Service Provider performs this activity and makes decisions independently.	Custom Service Provider performs this activity in accordance with the Livestock Owner's approved Organic System Plan.	Performed Only by Livestock Owner	Records required for this activity
1)	Arranging the transport of animals to and from the custom grazing location.	☐	☐	☐	• Transportation records that include the original location of pick-up, number of animals, total travel time on vehicle, and delivery to final destination. This could include, but is not limited to, copies of travel logbooks or similar documentation. • Verification that commingling and contamination of certified organic animals was prevented during transport. • Records indicating the organic status of livestock in a shipment. Individual organic livestock must be clearly identified as organic, and this identity must be traceable for the duration of transport.

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	Management Activity	Custom Service Provider performs this activity and makes decisions independently.	Custom Service Provider performs this activity in accordance with the Livestock Owner's approved Organic System Plan.	Performed Only by Livestock Owner	Records required for this activity
2)	Purchasing of feed and/or feed supplements/additives	☐	☐	☐	• Purchase records such as receipts, invoices, weight tags, and shipping documents. • Documentation must demonstrate that the transaction occurred directly between two certified operations. • Organic certificate for the feed supplier. • Maintain labels for all purchased feed and feed supplements
3)	Providing feed and/or feed supplements/ additives to organic livestock ☐ N/A pasture only.	☐	☐	☐	• Document feed amounts as fed, identifying specific commodities, the quantity provided, and to how many animals.
4)	Purchasing of healthcare materials	☐	☐	☐	• Purchase records such as receipts, invoices, weight tags, and shipping documents.
5)	Providing healthcare materials to organic livestock	☐	☐	☐	• Medical treatment logs, including vaccination records. • Health care and veterinary product purchase records
6)	Determining plan to treat a sick/injured animal in an emergency	☐	☐	☐	• Medical treatment logs • Health care and veterinary product purchase records
7)	Providing animals' housing and living conditions ☐ N/A, Housing is solely pasture.	☐	☐	☐	• *Living conditions must accommodate the health and natural behavior of animals §205.239(a)*
8)	Purchasing and providing bedding ☐ N/A pasture only.	☐	☐	☐	• Purchase records such as receipts, invoices, weight tags, and shipping documents. • Organic certificate for the bedding supplier (when roughage is used as bedding).
9)	Maintaining records of confinement events, outdoor access and/or grazing rotations	☐	☐	☐	• Grazing records that verify access to pasture and how animals move through your pasture system. • Calculations showing Dry Matter Intake from pasture for all production groups. • Documentation of the start and end of your grazing season. • Confinement records that document the animal(s) confined, reason for confinement, duration of confinement, and location(s) of confinement.

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	Management Activity	Custom Service Provider performs this activity and makes decisions independently.	Custom Service Provider performs this activity in accordance with the Livestock Owner's approved Organic System Plan.	Performed Only by Livestock Owner	Records required for this activity
10)	Updating Treated Animals' Visual ID by: _____ *(e.g.: notch ear tag, add button, etc.)*	☐	☐	☐	• Updated herd list documenting treated animals. • Medical treatment log listing material administered, date, to which animal(s), and reason.

By signing this Affidavit, I attest to the accuracy of the custom service arrangement described above. I agree to immediately notify the livestock owner and CCOF of any application of a prohibited material, including those applied accidentally or via drift, while livestock are present.

Certified Custom Grazing and Management Service Provider:

I maintain records of all activities that I perform and ensure copies of those records are provided to the livestock owner and are available for auditing at my organic inspections.

Printed Name Signature Date

Certified Livestock Owner:

I maintain records of all activities performed by the service provider and have these records available for auditing at my organic inspections.

Printed Name Signature Date

CCOF reserves the right to inspect any operation grazing organic livestock. The National Organic Standards section 7 CFR 205.201(a) requires that organic livestock must be managed according to an Organic System Plan (OSP), which is agreed upon by the certifying agent.

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GUIDE TO GROWER OSP FORMS

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

- **Complete all 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:	Fill out these forms:
1) Apply for CCOF organic certification for crop production.	• **CCOF Certification Contract** • **Parcel Application** (for each parcel) • **Grower Materials Application (OSP Materials List)** • **G4.0 Rotation & Soil Management** • **G4.2 Natural Resources** • **G5.0 Pest Management** • **G6.0 Production** • **G6.1 Harvest & Transport** • **G7.0 Labeling** (attach all labels) • **G8.0 Record Keeping**
2) Use seed, annual seedlings (transplants), or planting stock.	• **G3.0 Seeds and Planting Stock**
3) Production of crops, seedlings, or other plant material that does not take place in the ground, AND/OR production in greenhouses, shadehouses, or buildings.	• **G3.1 Container & Greenhouse/Shadehouse Production**
4) Grow mushrooms.	• **G3.2 Mushroom Production**
5) Use compost, manure, or similar.	• **G4.1 Compost and Manure**
6) Store crops.	• **G6.2 Storage**
7) Perform simple post-harvest handling of only my own organic crops at my own facility/location.	• **G6.4 Simple On-Farm Post Harvest Handling**
8) Source organic products from other operations AND/OR sell organic products directly to consumers.	• **G6.5 Sourcing Products & Direct Marketing**
9) Package products under a brand or private label owned by someone else.	• **Co-Packer Application** (complete if indicated in **G7.0 Labeling**)
10) Use an uncertified storage facility to store organic crops in sealed, tamper-evident packaging, OR source organic products from an uncertified operation.	• **Exempt Handler Affidavit** (for each uncertified handler)
11) Perform post-harvest handling or processing at my own facility, AND/OR import organic products into the United States.	• **Guide to Handler OSP Forms** Complete applicable forms as directed
12) Apply for CCOF organic certification of livestock. *Not available in Mexico or in Spanish.*	• **Guide to Livestock Producer OSP Forms** • Complete applicable forms as directed
13) Apply for CCOF organic certification for wild crop harvesting.	• **Guide to Wild Crop OSP Forms** • Complete applicable forms as directed
14) Located in the US and export, design export labels, or sell to a buyer who requires international verification.	• **Global Market Access Program Application** (exports to Canada, EU, UK, Japan, Korea, Switzerland, Taiwan) • **Mexico Compliance Program Application** (exports to Mexico)
15) Located in Mexico.	• **Mexico Compliance Program Application**
16) Located in Mexico and export, design export labels, or sell to a buyer who requires international verification.	• **Global Market Access Program Application** (exports to Canada) • **NOP Import Certificate Request Form** (exports to US)
17) Grow crops for a CCOF certified entity and I want my CCOF-certified customer to manage my certification.	• **Contracted Partner Program Application** (optional)

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Operation Name: _____ **Date:** _____

► *Applicants for certification: Complete this form to describe your parcels used for organic crop production and/or livestock grazing or outdoor access.*

► *Certified operations: Complete this form to add a new parcel to your certification (including land adjacent to existing parcels).* ***This form and supporting documents (map, land history) must be reviewed by CCOF prior to inspection of a new parcel. Submit this form and supporting documents to the CCOF office.*** *See our* ***Add Acreage Instructions*** *available at www.ccof.org/documents for fees and other details.*

► *To update crops for parcels that appear on your CCOF Client Profile, submit a* ***Crop Update*** *form, available at www.ccof.org/documents.*

A. Parcel Location and Crops

► Complete a **separate copy** of this form for each:

- Physically separate, non-adjacent area you wish to certify.
- Area with a different organic eligibility date, even if adjacent.
- *Operations in CCOF Mexico Compliance Program:* Area with a different crop production system (e.g. in-ground vs. in containers), even if adjacent.

1) Parcel name or code: _____

2) Block/lot numbers or greenhouse/shadehouse numbering, if applicable: _____

3) Street address: _____

City: _____ County: _____

State/Province: _____ Country: _____

4) County Assessor's parcel number (APN), Section/Township/Range, or other legal description:

_____

5) Geographical coordinates or latitude/longitude (in decimal form), and/or additional location information, such as cross street/road:

_____

6) At this parcel, when do you expect to begin harvesting crops that you wish to market as organic? _____

Crops harvested prior to inspection cannot be certified. *MM/DD/YY*

7) Parcel acreage (total acres to be certified organic at this location): _____

Include all acreage that you plan to use for organic crop production. Exclude non-production areas (e.g. homes, parking areas, post-harvest handling/storage locations).

8) List crops currently grown (or planned to be grown) on this parcel, and the acreage for each crop. Attach an additional list if necessary.

Crop	# of Acres	Crop	# of Acres

9) Is production at this parcel in containers (not in the ground)?

☐ No ☐ Yes. Complete or update **G3.1 Container & Greenhouse/Shadehouse Production**.

10) Are there existing installations of lumber treated with arsenate or other prohibited materials within the boundaries of this parcel?
*Lumber treated with prohibited materials may not be used for **new installations or replacement purposes** in contact with soil or livestock.*

☐ No. Skip to section B.

☐ Yes. Identify all treated lumber on parcel map (see section E below) AND complete or update **G6.0 Production**.

a) Describe existing treated lumber (e.g. endpost, trellis, stakes, etc.): _____

b) Date of installation: _____

B. Transitional Status

Following inspection and review, "CCOF Certified Transitional status" will be granted to parcels that have undergone one year of documented organic management and comply with all aspects of the NOP organic standards except for completion of 3-year transition. See the **CCOF Certification Services Program Manual** for additional information and details on the reduced fee for certified operations adding new parcels during the first two years of the 3-year transition.

C. Livestock Use ☐ Not used for organic livestock

Complete this section if you plan to use this parcel for organic livestock production, pasture, etc. Note that products from organic animals grazed prior to inspection and certification may not be sold or represented as organic.

1) Planned livestock grazing/outdoor access use ☐ Poultry ☐ Ruminants: Meat ☐ Ruminants: Dairy ☐ Non-ruminants

2) When do you plan to utilize this parcel for livestock grazing/access? M: _____ D: _____ Y: _____

3) When do you plan to remove animals from this parcel? M: _____ D: _____ Y: _____

4) Additional information about your plans:

_____

D. Adjacent Land Use and Buffer Zones

*Organic parcels must have distinct boundaries (borders). Buffer zones are areas between organic parcels and adjacent land not under organic management. They must be managed organically and must be sufficient to prevent contamination of organic land, crops, and/or livestock by prohibited materials applied to adjacent land, and/or by products produced by genetic engineering (e.g. GMO seed). **Notify CCOF immediately of any application or drift of a prohibited material to organic land, crops, and/or livestock.***

1) Describe all adjacent land uses and buffer zones surrounding this parcel.

Border	Adjacent Land Use		Buffer Zone Type (farm road, grass strip, canal, etc.)	Buffer Width (ft)	Is Crop Grown in Buffer Zone? (Y/N)
	(cropland, open land, residential, etc.)	Organic (Y/N)			
N					
S					
E					
W					

E. Maps

*Our **Parcel Maps Guide** is available at **www.ccof.org/documents**.*

Attach an 8 1/2" x 11" (standard page size) map of the parcel listed above. **Maps utilizing satellite imagery are preferred;** however, acceptable maps also include Assessor's Parcel Maps or other maps **drawn to scale** that **clearly show the boundaries** of the parcel. **Include all of the following on your map:**

- ☐ Directional arrow (N/S/E/W).
- ☐ Parcel boundaries outlining the entire area intended for certification. *Include all acreage that you plan to use for organic crop production. Exclude non-production areas (e.g. homes, parking areas, post-harvest handling/storage locations).*
- ☐ Notation of total parcel acreage.
- ☐ Permanent identifiers (if applicable): numbering or names of blocks/lots, greenhouse/shadehouses, paddocks, etc.
- ☐ Nearest public roads and other landmarks used to navigate to the parcel (railroad tracks, buildings, etc.)
- ☐ Other areas associated with your organic operation (e.g. annual seedling production, storage areas for materials and/or crops, post-harvest handling locations, etc.)
- ☐ Adjacent land uses (for example: "nonorganic walnuts," "non-organic pasture," "residential," etc.).
- ☐ Location and width of buffer zones (areas between the organic parcel border and adjacent land not under organic management). *Indicate if crops will be grown in the buffer zone.*
- ☐ Natural resources (such as waterways, woodlands, riparian areas, windbreaks, beneficial habitat, conservation areas, wildlife corridors, etc.)
- ☐ Needs for certified organic livestock (if applicable): water, permanent fencing, shade and shelter.
- ☐ Existing installations of treated lumber.

F. Land History & Activities

To sell or represent crops as 'organic,' there must not have been any prohibited materials applied to the land or crop for at least 3 years preceding the date of harvest. For container systems built and maintained on land, this includes the land within the parcel boundaries and materials used within containers. ***Failure to provide accurate information may result in CCOF being unable to recognize any of the land use history provided.***

1) When did you begin managing this parcel? M: _____ D: _____ Y: _____

(The date you bought, began leasing, or otherwise became responsible for management of the land)

2) Is this parcel currently certified organic?

☐ Yes. Skip to section G. ☐ No. Complete this section.

3) Is all production at this parcel in containers AND on permanent, solid, impermeable flooring (e.g. concrete)?

☐ Yes. Skip to section G. ☐ No, all production is in-ground. Complete this section.

☐ No, container production is in containers on land OR on a permeable or removable surface. Complete this section.

4) Date of the Last Prohibited Material application (DLPM): M: _____ D: _____ Y: _____

(The most recent application of any prohibited material, including fertilizers, pesticides, and any other materials such as treated seed, adjuvants, etc.)

5) Material(s) applied on the DLPM: _____

6) If you have not managed the parcel for the entire past three years (or since the DLPM identified above, if < 3 years ago), identify the person(s) who had control of the parcel prior to your management. Attach additional pages if necessary.

☐ N/A, my operation has had control of the parcel for the past three years (or since the DLPM if < 3 years).

☐ Additional page(s) attached

Owner or Manager (check one)	Name	Start Date (MM/YY)	End Date (MM/YY)
☐ owner ☐ manager			
☐ owner ☐ manager			
☐ owner ☐ manager			

7) What crop production or other activities have occurred on this parcel during the past three years (or since the DLPM if < 3years)?

☐ Fallow M: _____ Y: _____ **TO** M: _____ Y: _____

☐ Cover cropping M: _____ Y: _____ **TO** M: _____ Y: _____

☐ Pasture M: _____ Y: _____ **TO** M: _____ Y: _____

☐ Production of crops (list crops grown in box below) M: _____ Y: _____ **TO** M: _____ Y: _____

☐ Other (describe in box below) M: _____ Y: _____ **TO** M: _____ Y: _____

a) Additional information regarding the activities listed above:

_____

8) Since the DLPM, have prohibited materials of any kind been applied to any parcel borders or portions of the parcel not submitted for certification (e.g. herbicides or other prohibited materials applied to blocks or lots associated with the same APN, or to land contained under the same CA pesticide use reporting site ID)?

☐ No. Skip to section G. ☐ Yes. Complete this section.

a) Describe below, including names of materials used and application dates, and attach a map clearly showing locations of use.

☐ Map attached

_____

G. Verification of Land History & Activities

Your land cannot be certified organic until all land history documentation is complete, the parcel has been inspected, and the inspection report reviewed. To establish land history, CCOF may require additional verification from other sources such as Pesticide Use Reporting or contract materials applicators. ***Making a false statement to an accredited certifying agent shall be subject to the provisions of section 1001 of title 18, United States Code. (NOP §205.100(c)(2)).***

► Provide one of the following to verify land history.

- If the field is **currently certified organic**, provide **both** of the following:
  - ☐ A copy of a current organic certificate listing that field/parcel
  - ☐ Verification there has been no lapse in organic management (for example, written confirmation from current certifier, completed Affidavit of Land History covering relevant time period, etc.)
- If the field is **not currently certified organic**, provide **one** of the following:
  - ☐ One or more copies of the Affidavit of Land History, signed and dated by each person identified in question F6 above, OR
  - ☐ Alternative documents, signed and dated by each person identified in question F6 above, which contain all of the information requested in the Affidavit of Land History

► For **container systems**: Provide one of the following: ☐ Not applicable, all crops are grown in ground.

The parcel will be evaluated for certification for future container production only.

- If all production at the parcel is in a **container system built or maintained on land**, provide the appropriate land history as noted in one of the two bullet points above, **AND**:
  - ☐ A statement signed and dated by an authorized representative of your operation listing:
    1) The planting date for your current container-grown crops **and**
    2) The full names of all materials used or applied from that date through the present, including the growing media/substrate and all fertility, pest control, and other materials used to date.
- If all production at the parcel is in a **container system on <u>permanent, solid, impermeable flooring</u>**, provide the following:
  - ☐ A statement signed and dated by an authorized representative of your operation listing:
    1) The planting date for your current container-grown crops **and**
    2) The full names of all materials used or applied from that date through the present, including the growing media/substrate and all fertility, pest control, and other materials used to date, **and**
    3) A description of the removal of potential contamination sources prior to transition to organic production.

Affidavit of Land History

- This document is your attestation of materials applied to the land during your management control and is necessary to determine the parcel's eligibility for organic certification. If you have a special situation regarding verification of land use, contact CCOF to discuss it.
- Where more than one party must attest to activities, use additional copies of this **Affidavit of Land History**.
- To establish land history, CCOF may require additional verification from government agencies (e.g. Pesticide Use Reporting) or other sources (e.g. contract materials applicators). **Making a false statement to an accredited certifying agent shall be subject to the provisions of section 1001 of title 18, United States Code. (NOP §205.100(c)(2)).**

A. This Affidavit of Land History pertains to the following parcel:

Parcel name: _____

Block/lot numbers or greenhouse/shadehouse numbering, if applicable: _____

Parcel acreage: _____

Street address: _____

City: _____ County: _____ State: _____ Country: _____

Geographical coordinates or latitude/longitude; County Assessor's Parcel Number (APN), Section/Township/Range (S/T/R), or other parcel location description: _____

B. I have direct and comprehensive knowledge of the activities and materials applied to the parcel named above from:

_____ **through** _____

MM/DD/YY *MM/DD/YY*

I have this knowledge because:

- ☐ I owned the parcel and controlled activities taking place there during this time period.
- ☐ I managed the parcel and controlled activities taking place there during this time period.
- ☐ Other (describe): _____

C. Attestation of Material Use:

- *The USDA National Organic Program (NOP) standards require that land used for organic production complete a three-year transition free of applications of prohibited materials.*
- *Complete this section to attest to **all materials used** during time period you have listed in part B above, **including the current crop cycle** if your operation currently manages the parcel, but **excluding any materials used more than 3 years ago.***
- *List the full product brand name, manufacturer name, and application date for **all** materials applied to this parcel during the relevant time period, including, but not limited to: fertilizers, pest or disease control materials, herbicides, compost and manure, seed treatments (including coatings, pelleting materials, and inoculants), adjuvants, etc.*

During the time period listed in part B above (excluding dates more than 3 years ago, if applicable), I attest the following:

- ☐ No materials of any kind were used (including during the current crop cycle, if applicable).
- ☐ All materials used (including during the current crop cycle, if applicable) are listed in the Table of Materials Used on the following page.
- ☐ All materials used (including during the current crop cycle, if applicable) are listed on attached pages, including full product/manufacturer names and application dates.

I attest that the information above is complete and correct to the best of my knowledge. I understand that making a false statement to an accredited certifying agent shall be subject to the provisions of section 1001 of title 18, United States Code, per NOP §205.100(c)(2).

Name (Print): _____ Title: _____

Company: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Parcel name: _____

D. Table of Materials Used

This is a list of **all materials (fertilizers, pest or disease control materials, herbicides, compost and manure, seed treatments (including coatings, pelleting materials, and inoculants), adjuvants, etc.)** used at this parcel during the time period indicated in section B of the parcel's Affidavit of Land History.

Full Product Name	Full Manufacturer Name	Application Date(s)	Type

Operation Name: _____ **Date:** _____

- ► **Submit this form with your application for certification.**
- ► **List all materials used or planned for use.**
- ► **Review all sections for applicability to your operation. Complete each one or mark "not applicable" as appropriate.**
- ► 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 using **MyCCOF Material Search**, email inbox@ccof.org, or otherwise notify CCOF of requested changes. See our **Materials Guide** for more details.

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. Crop Fertilizers and Soil Amendments

You must manage crop nutrients and soil fertility through rotations, cover crops, and the application of plant and animal materials.

► List all fertilizers, compost, manure, gypsum, limestone, micronutrients, or other fertilizers/soil amendments.

☐ Not applicable, none of these. ☐ Other list attached

Full product name, including formulation	Full manufacturer name	Reason for use
Example: ABC Organic Zinc Fertilizer	*XYZ Manufacturing, LLC*	*Zinc deficiency*

B. Crop Pest, Weed, & Disease Control Materials

You may use crop pest control materials only if preventative practices and mechanical/physical controls are not sufficient to prevent or control pests.

► List all insecticides, fungicides, pesticides, herbicides, or other pest, weed, or disease control materials.

☐ Not applicable, none of these. ☐ Other list attached

Full product name, including formulation	Full manufacturer name	Reason for Use
Example: ABC Super Organic Fungicide WP	*XYZ Manufacturing, LLC*	*Fungal disease*

C. Crop Management Tools and Production Aids

► List any other crop production materials not already listed in A & B above, such as: seed treatments (coatings, pelleting materials, inoculants, etc.), growing media (substrate, planting mix, potting soil), adjuvants, etc.

☐ Not applicable, none of these. ☐ Other list attached

Full product name, including formulation	Full manufacturer name	Reason for Use
Example: ABC Seed Pro	*XYZ Manufacturing, LLC*	*Seed coating*

D. Post-Harvest Handling: Direct Contact Materials

► If you conduct post-harvest handling: list materials that *directly contact organic crops* during handling, such as: wash water additives, sanitizers, gases, etc.

☐ Not applicable, no post-harvest handling OR none of these used. ☐ Other list attached

Brand Name	Manufacturer	Reason for use
Example: CleanWash Peracetic Acid 5%	*Washed Waters, LLC*	*Wash water additive*

E. Post-Harvest Handling: Equipment Sanitizers and Cleaners

► If you conduct post-harvest handling: indicate types of materials used to clean and sanitize equipment and surfaces that organic crops contact during handling, such as: equipment cleaners/soap/detergent, equipment sanitizers. Do not list materials used on surfaces that organic crops do not contact, such as bathroom cleaners, etc.

☐ Not applicable, no post-harvest handling OR none of these used.

Material Type *Active ingredient shown on product label*	**Used ?**	**Rinsed?** (Yes/No)	**Where Used** *Example: packing line*
Detergent, soap, or cleaner *Must rinse*	☐		
Chlorine *Only Calcium hypochlorite, chlorine dioxide, sodium hypochlorite, or hypochlorous acid (generated from electrolyzed water)*	☐		
Peracetic acid/peroxyacetic acid	☐		
Phosphoric acid	☐		
Alcohol *Only ethanol or 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:*	☐		

F. Post-Harvest Handling or Crop Storage: Facility Pest Control Materials (National List)

You may use National List pest control materials in facilities only if preventative practices and mechanical/physical controls are not sufficient to prevent or control pests.

► If you have a post-harvest handling and/or crop storage facility: indicate types of pest control materials used in the facility. Only list materials used in organic handling and/or storage areas.

☐ Not applicable, no post-harvest handling/crop storage OR none of these used.

National List Material Type *Active ingredient shown on product label*	**Used?**	**Where Used** *Example: storage room*	**Applied by fumigation/fogging?** (Yes/No)
Ammonium carbonate	☐		
Boric acid	☐		
Botanical pesticides	☐		
Carbon dioxide	☐		
Diatomaceous earth	☐		
Nitrogen gas	☐		
Nonsynthetic bait/lure/repellent	☐		
Pheromones	☐		
Pyrethrum/pyrethrins *Pyrethroids are not included in this category, list in section G*	☐		
Sticky traps	☐		
Vitamin D3	☐		

G. Post-Harvest Handling or Crop Storage: Facility Pest Control Materials (Non-National List)

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

► If you have a post-harvest handling and/or crop storage facility: list pest control materials used in the facility that are not already indicated in table F above.

☐ Not applicable, no post-harvest handling/crop storage OR none of these used. ☐ Other list attached

Non-National List Material	**Where Used**	**Applied by fumigation/fogging?** (Yes/No)
Example: MAX Fog Roach Killer	*Storage room*	*Yes*

Operation Name: _____ **Date:** _____

You must use organically grown seeds, annual seedlings, and planting stock. *Non-organic seeds and planting stock may be used when equivalent organic varieties are not commercially available.*

A. Seeds & Planting Stock

Mark all of the following that you use or plan to use in organic production:

☐ Not applicable. No seed, annual seedlings, or planting stock used or planned for use at my organic operation. Stop, do not complete this form.

1) **Seeds:** *Mark "with treatment" if your seed is fungicide/insecticide treated OR if there are other materials that remain on the seed when planted, such as inoculants, pelleting materials, coating/priming/encrusting materials, etc.)*

☐ None used ☐ Organic (untreated) ☐ Organic (with treatment)

☐ Non-organic (untreated) ☐ Non-organic (with treatment)

2) **Annual seedlings (transplants):** *An annual seedling is a plant grown from seed that will complete its life cycle or produce a harvestable yield within the same crop year or season in which it was planted. Annual seedlings must be organic.*

☐ None used ☐ Purchase certified organic seedlings. Attach organic certificate for each supplier.

☐ Produce own organic seedlings. Describe in **G3.1 Container & Greenhouse/Shadehouse Production**

3) **Planting stock:** *Planting stock is any plant or plant tissue other than annual seedlings, but including rhizomes, shoots, cuttings, roots, or tubers, that is used in plant production or propagation (e.g. perennial stock, strawberry crowns, raspberry canes, potato eyes, etc).*

☐ None used. Skip to section B. ☐ Organic. Skip to section B. ☐ Non-organic. Complete this section.

a) Do you use non-organic planting stock to produce **an organic crop** (for example, plant non-organic planting stock in an organic system to grow fruit or nuts for harvest and sale as organic)?

☐ No. Skip to question 3b below. ☐ Yes. Complete this section.

To be sold as organic, crops from non-organic planting stock must be produced on plant material grown under organic management.

i) For the non-organic planting stock you use to produce an organic crop, explain how you ensure that new vegetative, flowering, and fruiting growth occurs under organic management prior to the first organic harvest.

☐ No crop harvested for organic sale during the first season or crop year.

☐ Pruning/removal of non-organic plant material. ☐ Harvest and sell as non-organic (attach a description).

☐ Other (describe): _____

b) Do you use or grow out non-organic planting stock to produce **planting stock to be sold as organic** (e.g. for sale as whole plants or plant propagation material)?

☐ No. Skip to section B. ☐ Yes. Complete this section.

Non-organic planting stock used to produce a perennial crop must be managed organically for at least one year before it is sold as organic planting stock.

i) Is the non-organic planting stock maintained under a system of organic management for at least one year, prior to sale of the planting stock as "organic"?

☐ Yes. Describe in **G3.1 Container & Greenhouse/Shadehouse Production**.

B. Commercial Availability

Non-organic seed or planting stock ***may only be used when an equivalent organic variety is not commercially available****, except that organic seed must always be used to produce edible sprouts.*

Commercial availability *is the ability to obtain seed or planting stock in an appropriate* ***form****,* ***quality****, or* ***quantity*** *to fulfill an essential function in your organic system. Price cannot be a consideration for determination of commercial availability.*

An ***equivalent organic variety*** *is a variety of the same type (e.g. head lettuce types versus leaf lettuce types), or one with similar agronomic or marketing characteristics needed to meet your site-specific requirements (e.g. days until harvest; color, flavor, moisture, chemical or nutrient profiles of the crop; vigor or yield; regional adaptation; disease and pest resistance; utility in crop rotation, etc).*

1) Before using non-organic seed and/or planting stock, do you evaluate whether an equivalent organic variety is available in the form, quality, or quantity needed for your operation?

☐ Not applicable, my operation uses all organic seed and/or planting stock at this time. Skip to section D.

☐ Yes. Complete this section.

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a) For **all** seed and/or planting stock used at your organic operation, what **general** characteristics (form, quality, quantity) do you require? *The **specific** form, quality, and quantity considerations you use to evaluate commercial availability of **each crop** must be documented in your records.*

☐ Available as untreated seed ☐ Available with allowed treatment (e.g. pelleting, inoculant)
☐ Available as bare root nursery stock ☐ Germination rate ☐ Drought tolerance ☐ Pest or disease resistance
☐ Regional adaptation ☐ Greater crop yield ☐ Bulk quantities available ☐ Small quantities available
☐ Other (describe):

2) How do you determine whether an equivalent organic variety is available in the form, quality, and quantity needed for your operation?

☐ Check with at least three suppliers known to offer organic seed and/or planting stock.
☐ Another entity searches on my behalf (e.g. crops grown on contract, seed broker/distributor) and checks with at least three suppliers known to offer organic seed and/or planting stock.
☐ Other (describe):

3) What type of commercial availability records do you keep?

Records must document the crop, names of suppliers contacted, your operation's site-specific requirements for the crop, and whether an equivalent organic variety meeting those requirements was available in the form, quality, and quantity you needed. Sample recordkeeping forms, including a commercial availability search record, are available at www.ccof.org/recordkeeping.

☐ I maintain records of my searches, which include the information listed above.
☐ I maintain documentation from the entity that searches on my behalf (e.g. crops grown on contract, seed broker/distributor), which include the information above.
☐ Other (describe):

C. Genetic Modification (GMO)

☐ Not applicable, all seed and/or planting stock is organic. Skip to section D.

Genetically Modified Organisms (GMOs) are not allowed in organic production.

1) How do you document that non-organic seeds and/or planting stock are not genetically modified?

☐ Non-GMO statement from the supplier ☐ Catalog statement
☐ Other (describe):

D. Seed Treatments

☐ Not applicable, no seed treatments used. Skip to section E.

All materials, including seed treatments, must be approved by CCOF for your operation prior to use.

1) For all seed treatments (pelletized, coated, primed, fungicide, insecticide, inoculated), how do you verify that the treatment uses only allowed materials and is non-GMO?

☐ OMRI or WSDA listing ☐ Approval by CCOF

2) Are all seed treatment materials included on your **Grower Materials Application (OSP Materials List)**? ☐ Yes

E. Grafting

1) Does your operation graft planting stock?

☐ No. Stop this form is complete. ☐ Yes. List all materials on your **Grower Materials Application (OSP Materials List)**.

a) Describe grafting practices:

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Operation Name: _____ **Date:** _____

- Complete this form if your organic system includes any crop or plant production that does not take place in the ground (e.g. annual seedlings or transplants; planting stock or other nursery production in pots; edible sprouts (including fodder for livestock), wheatgrass/microgreens or similar; mushrooms; or crops grown to harvest/maturity in containers).
- Complete this form if you have any crop production in greenhouses, shadehouses, and/or buildings.

A. Production Types and Locations

1) Which of the following do you produce organically? Check all that apply.
   - ☐ None of these. Stop. Do not complete this form.
   - ☐ Annual seedlings (e.g. tomato transplants or other annual plants grown from seed). Indicate which you produce:
     - ☐ For on-farm use ☐ For sale
   - ☐ Planting stock (other than annual seedlings) or other nursery production in pots (e.g. ornamentals, potted herbs). Indicate which you produce:
     - ☐ For on-farm use ☐ For sale
   - ☐ Edible sprouts (including fodder for livestock)
   - ☐ Wheatgrass, microgreens, pea/sunflower shoots, or similar
   - ☐ Mushrooms. Also complete **G3.2 Mushroom Production**.
   - ☐ Crops grown to harvest/maturity in containers (e.g. production of tomatoes, cucumbers, berries, greens, or other crops in substrate/growing media, and/or terrestrial plants in hydroponic, aeroponic, or aquaponic systems).
   - ☐ Crops grown in the ground (not in containers) within greenhouses, shadehouses and/or buildings.
2) For the production types indicated in A1 above, are all growing locations within the boundaries of a certified organic parcel?
   All organic growing locations must be listed on your Client Profile prior to organic sales.
   ☐ Yes ☐ No. Submit **Parcel Application(s)**.

B. Production Materials and Practices

1) Do you use **growing media** (including substrate, planting mix, potting soils, etc.)?
   ☐ No, none used. Skip to question B2 below.
   a) Are all components of your growing media (e.g. peat moss, coconut fiber, vermiculite, perlite, sand, compost, microbial inoculants, etc.) listed on your **Grower Materials Application (OSP Materials List)**? ☐ Yes
   b) Is new growing media used for each production cycle? *Spent growing media from nonorganic production may not be reused for organic production.*
      ☐ Yes ☐ No, describe source of reused growing media:
      _____
   c) How is growing media disposed of at the end of the production cycle? *Spent growing media must be managed in a way that does not contribute to contamination or degradation of natural resources.*
      ☐ Reused/recycled onsite ☐ Composted onsite ☐ Other (explain):
      _____
2) How do you manage irrigation water effluent and/or runoff to avoid contamination of the surrounding environment (including waterways, soil, etc.)?
   ☐ Recaptured/reused ☐ Other (explain):
   _____
3) Do you produce organic edible sprouts?
   ☐ No. Skip to B4 below. ☐ Yes. Complete this section.
   Organic seed is always required for edible sprout production.
   a) Do you always use organic seed to produce edible sprouts? ☐ Yes

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b) Are all sanitizers used on the seed listed on your **Grower Materials Application (OSP Materials List)**?
☐ Not applicable, no sanitizers. Skip to B4 below. ☐ Yes. Describe seed sanitizing and rinsing procedures:

4) Do you produce organic crops grown to harvest/maturity in containers?
☐ No organic production of this type. Skip to section C.
☐ Yes. Attach a detailed description of the production system(s). Include **all** of the following:
a) Photographs of the system.
b) Type of system (e.g. substrate production in pots/bags/troughs or other containers, hydroponic, aeroponic, aquaponic, etc).
c) The stages and length of the production cycle for each crop grown.
d) If substrate/growing media **is not** used, explain how plants/roots are supported (e.g. net pots, trays, polystyrene sheets, etc).
e) If substrate/growing media **is** used, explain if it contains biological activity and/or organic matter, and whether it provides nutrition to the plant on an ongoing basis throughout the entire production cycle.
f) If liquid nutrition is used, explain how it is delivered to the plant roots (e.g. indirectly via application to substrate/growing media, or directly – such as NFT, flood and drain, deep water culture, raft systems, aeroponics, etc).
g) Whether fish are integrated into the system (aquaponics).
☐ A complete description, including photographs, is attached.

C. Nonorganic Production in Greenhouses, Shadehouses, and Buildings

1) Does your organic production indicated in section A take place in greenhouses, shadehouses, or buildings?
☐ No. Stop, this form is complete. ☐ Yes. Complete this section.
2) Does your operation also have **nonorganic** production in greenhouses, shadehouses, or buildings?
☐ No, only organic production. Stop, this form is complete. ☐ Yes. Complete this section.
3) Mark all that apply to describe your nonorganic production in greenhouses, shadehouses, or buildings:
☐ Organic and nonorganic production take place in different, dedicated growing areas (e.g. adjacent structures, bays, sectors, etc). Identify these areas on your parcel map(s) and complete the rest of section C.
☐ My operation wishes to obtain CCOF approval to use specific organic growing areas for nonorganic production when organic production is not taking place in those areas ("alternating production"). Complete the rest of section C, and section D.
a) How do you identify organic and nonorganic growing areas?
☐ Clear signage ☐ Other (describe):

b) How do you label or distinguish between organic and nonorganic plants from production through shipment/sale?
☐ Tray or plant tags. Attach in **G7.0 Labeling** ☐ Other (describe):

c) How do you prevent mixing or commingling of growing media and fertility materials for organic and nonorganic production, during preparation and storage?
☐ Only use materials on my OSP Materials List, for both organic and nonorganic production
☐ Standard Operating Procedure (SOP) for equipment cleanout (attach) ☐ Separate preparation and/or storage areas
☐ Other (describe):

d) How do you prevent drift of prohibited materials through shared ventilation systems?
☐ Not applicable, no shared ventilation systems
☐ Only apply materials on my OSP Materials List, for both organic and nonorganic production ☐ Other (describe):

e) How do you prevent contact with prohibited materials applied through shared irrigation systems?

☐ Not applicable, no shared irrigation systems

☐ Only apply materials on my OSP Materials List, for both organic and nonorganic production ☐ Other (describe):

D. Alternating Production

☐ Not applicable, not seeking approval for alternating production. Stop, this form is complete.

*Prohibited substances may not be applied to certified organic land. Use of an organic growing area for nonorganic production when organic production is not occurring in the growing area ("alternating production") **may** be approved if verified that prohibited substances do not contact land at the growing location, management practices prevent contact with prohibited substances upon resuming organic production, and recordkeeping is sufficient. **CCOF will notify you if your plan is approved.***

1) Which of the following apply to the organic growing location(s) you wish to use for alternating production?

☐ The location(s) have solid, permanent, impermeable flooring (e.g. concrete). Attach photographs.

☐ The location(s) **do not** have solid, permanent, impermeable flooring (e.g. production takes place over soil, landscape fabric or ground covering, gravel, etc). Attach photographs and explain how prohibited materials are prevented from contacting land beneath the growing area (attach any relevant supporting documentation). *Note that approval of alternating production in this circumstance is rare; contact CCOF to discuss your situation.*

a) List all organic growing locations (e.g. parcel name/greenhouse or building number) you wish to use for alternating production and the crop type(s) to be produced (e.g. annual seedlings, etc).

You must update this plan and re-submit it for approval before using additional locations for alternating production.

b) When do you anticipate using these organic growing locations for nonorganic production?

☐ Intermittently, based on customer demand ☐ On a regular schedule (describe):

2) Describe or attach your Standard Operating Procedure (SOP) for cleaning all equipment and surfaces to remove residue of prohibited substances, prior to resuming organic production. ☐ Attached

a) How do you document the following?

- The beginning and end dates of each organic and nonorganic production cycle
- Implementation of your SOP before the beginning of each new organic production cycle

☐ Production records ☐ Cleaning logs ☐ Other (describe):

CCOF use only:

☐ *Plan approved. Notification date:*

☐ *Plan not approved. Notification date:*

Operation Name: _____ **Date:** _____

- ► Any grower operation that is producing mushrooms sold as organic needs to complete this form. Operations wild harvesting mushrooms do not need to complete this form.
- ► Each location where organic mushrooms are produced or collected must be located within the boundaries of a certified parcel.

A. Mushroom Production

1) Mark all types of mushroom production performed by your operation:
   ☐ Within building, greenhouse, structure ☐ Outside (no temperature or humidity control) ☐ Containers (bags, trays, etc.)
2) Do you grow both organic and nonorganic mushrooms?
   ☐ No, only organic mushrooms are produced. ☐ Yes
   a) If yes, what measures do you implement to prevent contamination and commingling? Include a description of the records you maintain.

   _____
3) Provide a detailed description of your mushroom production system from spawn to harvest. If your system includes multiple stages, note the activities and materials used in each distinct stage.
   ☐ Description attached ☐ Photographs attached ☐ Flow Chart attached

   _____
4) What is the expected life of the production system? (i.e. how long until starting a new cycle?)

   _____
5) Mark all the following types of spawn that you use or plan to use in organic production:
   ☐ Produced organically by my operation. Include all spawn substrate on your **Grower Materials Application (OSP Materials List)**.
   ☐ For on-farm use
   ☐ For sale
   ☐ Certified organic. Maintain organic certificate for each supplier.
   ☐ Non-organic (purchased or produced on-farm). Complete **G3.0 Seeds and Planting Stock**, section B to describe how you evaluate commercial availability of an organic equivalent, and Section C to describe how you document the mushroom species used is not genetically modified.
6) What media or substrate do you use to grow your mushrooms?
   *Include all substrate ingredients and media on your **Grower Materials Application (OSP Materials List)***
   ☐ Compost. Complete **G4.1 Compost and Manure**. ☐ Straw ☐ Logs ☐ Other, describe:

   _____
7) Do you sterilize or use sealants on substrate used to grow mushrooms?
   ☐ No
   ☐ Yes. Describe your sterilization method. Include all materials used on your **Grower Materials Application (OSP Materials List)**.

   _____
8) Are irrigation systems shared between organic and nonorganic production?
   ☐ No ☐ Yes. Describe how you prevent contamination of organic mushrooms.

   _____
9) Are any additives (e.g. boiler water additives, ph adjusters) or nutrients added to water used for direct application or for humidity moderation?
   ☐ No, no water additives used.
   ☐ Yes. All water additives and nutrients must be approved for use and included on your **Grower Materials Application (OSP Materials List)**.

Operation Name: _____ **Date:** _____

Crop nutrients and soil fertility must be managed through rotations, cover crops, and applications of plant and animal materials which are managed so that they do not contribute to contamination of crops, soil or water by plant nutrients, pathogens, heavy metals or residues of prohibited substances. The producer must implement cultivation and tillage practices that maintain or improve physical, chemical, and biological conditions of the soil, and minimize soil erosion.

A. Crop Rotation and Soil Management

1) Describe your plan for compliance with the crop rotation practice standard:

Crop rotation is the practice of alternating the annual crops grown on a specific field in a planned pattern or sequence in successive crop years so that crops of the same species or family are not grown repeatedly without interruption on the same field.

Crop rotations must provide the following functions that are applicable to the operation: ***maintain or improve soil organic matter content, provide for pest management in annual and perennial crops, manage deficient or excess plant nutrients, and provide erosion control.***

Perennial cropping systems and container production systems must use practices to introduce biological diversity and provide the functions listed above that are applicable to the operation, in lieu of crop rotation. Such practices include but are not limited to alley cropping, intercropping, hedgerows, etc.

a) **If you grow annual crops**: ☐ Not applicable, no annual crops

Describe or attach a description of your crop rotation plan. Include: the planned sequence of plant families, cover crops, and any fallow periods; the length of each planting or stage in the sequence; the total length of time to complete the planned rotation sequence.

b) **If you grow perennial or container crops:** ☐ Not applicable, no perennial or container crops

Describe or attach a description of your plan to provide for pest management and introduce biological diversity in lieu of crop rotation. Include: any ground cover, cover cropping, alley cropping, intercropping, hedgerows, or other types of diversified plantings; any rotation plan for short-term perennials.

c) Provide any additional explanation or site-specific information that demonstrates how your planned practices maintain or improve soil organic matter, provide for pest management, manage excess or deficient plant nutrients, and/or control erosion.

☐ Not applicable, already described in a) or b) above.

2) What are the major components of your soil fertility and crop nutrient management plan?

☐ Incorporation of crop residue ☐ Manure ☐ Compost with manure ☐ Compost without manure
☐ Mined gypsum or limestone ☐ Foliar fertilizers ☐ Crop rotation ☐ Blended fertilizers ☐ Mined minerals or powders
☐ Plant materials ☐ Biodynamic preparations ☐ Soil inoculants ☐ Cover crops including green manures
☐ Side dressing or drip applications ☐ Other describe:

3) List all fertility materials planned for use on your **Grower Materials Application (OSP Materials List)**. ☐ Attached

4) List or describe your tillage and cultivation practices in the order performed throughout the crop season and explain how they maintain or improve the physical, chemical, and biological condition of the soil and minimize soil erosion:

B. Monitoring Plan

1) How do you monitor the effectiveness of your soil fertility and crop nutrient management plan?
   ☐ Soil organic matter content ☐ Crop yield comparison ☐ Crop health observation
   ☐ Reduced fertility inputs ☐ Reduced pest control inputs ☐ Reduced erosion ☐ Other (describe): _____

   a) How often is monitoring performed?
      ☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☐ As needed ☐ Other: _____

2) What type of testing do you perform? *Test results must be available at inspection.*
   ☐ N/A, no testing performed ☐ Soil tests ☐ Tissue tests ☐ Microbiological tests ☐ Crop quality testing
   ☐ Other (describe): _____

   a) How often is testing performed?
      ☐ Daily ☐ Weekly ☐ Monthly ☐ Annually ☐ As needed ☐ Other: _____

C. Erosion Control ☐ Not applicable, no erosion problems

1) What practices do you use to prevent or minimize erosion?
   ☐ No-till or permanent cover ☐ Strip cropping ☐ Leveling ☐ Contour farming ☐ Terraces ☐ Cover cropping
   ☐ Conservation (minimum) tillage ☐ Micro-irrigate ☐ Windbreaks ☐ Minimize bare ground via crop rotation
   ☐ Other (describe): _____

Operation Name: _____ **Date:** _____

A. Compost & Manure

Compost containing manure may be used without a specific interval between application and harvest if produced under specified conditions, described below. Composted plant materials may be applied without restriction. Vermicompost with manure as a feedstock may be used without a specific interval between application and harvest if produced under specified conditions described below, per NOP Guidance 5021. Processed manure may be used without a specific interval between application and harvest if heat treated to reduce pathogenic contamination (150 degrees F for one hour or 165 degrees F with a maximum moisture level of 12% or equivalent, per NOP Guidance 5006).

1) Are **all** of the following materials you use in organic production listed on your **Grower Materials Application (OSP Materials List)**? Compost, compost tea, vermicompost, processed (heat treated) manure, raw (uncomposted) manure. On your OSP Materials List, include all of these materials that your operation either **produces** and/or **purchases.**

   ☐ Yes ☐ Not applicable, none of these are used. Stop, this form is complete.

2) Indicate which of the following you **produce** at your organic operation. Mark all that apply.

   ☐ Compost ☐ Compost tea ☐ Vermicompost ☐ Not applicable, do not produce any of these. Skip to section B.

   a) List all feedstocks/ingredients in the compost, vermicompost and/or compost tea you produce. If you produce more than one of these, provide separate ingredient lists for each.

   _____

   b) If you produce **compost containing manure**, and/or **compost tea** made from this compost, indicate which of the following compost production methods you use: ☐ Not applicable

   ☐ In windrows: compost reaches 131-170ºF (55-77 ºC) for at least 15 days, during which time it is turned at least 5 times

   ☐ In-vessel or static aerated pile system: compost reaches 131-170ºF (55-77 ºC) for at least 3 days

   Maintain compost production records.

   ☐ My compost does not meet either of the requirements above, so it is considered "raw manure." Complete section B below.

   c) If you produce **vermicompost containing manure**, are the following conditions met? ☐ Not applicable

   - *Aerobic conditions and a moisture level of 70-90% are maintained during production.*
   - *The duration of composting is sufficient to produce a finished product that does not contribute to contamination of crops, soil, or water by plant nutrients, pathogenic organisms, heavy metals, or residues of prohibited substances.*

   ☐ Yes. *Maintain vermicompost production records and any test results.*

   ☐ My vermicompost does not meet these requirements, so it is considered "raw manure." Complete section B below.

B. Raw Manure

"Raw" manure refers to animal manure that has not been composted according to the specifications in part A above, and has not been processed (heat treated) as described at the top of this form.

1) Do you apply **raw animal manure** (including any compost, compost tea, or vermicompost containing manure that does not meet the requirements in part A), and/or do you have **planned grazing of animals** in your organic crop production areas?

   ☐ No. Stop, this form is complete. ☐ Yes, raw animal manure is applied. Complete this section.

   ☐ Yes, my operation uses planned grazing of animals in organic crop production areas. Complete this section.

2) How do you meet the following restriction on the use of raw manure, either applied or from planned grazing? Mark all that apply.

   When applied in organic production areas for crops grown for human consumption, raw manure must be incorporated into the soil at least 120 days prior to harvest of crops whose edible portions contact soil or soil particles, or at least 90 days prior to harvest of crops whose edible portions do not contact soil or soil particles.

   ☐ Used for crops that are not for human consumption (e.g. cover crops, livestock feed)

   ☐ Incorporated at least 120 days before harvest of crops whose edible portions contact soil or soil particles (e.g. carrots, lettuce)

   ☐ Incorporated at least 90 days before harvest of crops whose edible portions do not contact soil or particles (e.g. corn, apples)

3) How do you ensure that manure does not contaminate wells, rivers or streams, lakes or ponds?

   _____

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Operation Name: _____ **Date:** _____

You must implement production practices which maintain or improve the natural resources of your operation, including soil and water quality. ***"Natural resources" are defined as the physical, hydrological, and biological features of your operation, including soil, water, wetlands, woodlands and wildlife.*** *Biodiversity conservation refers to your efforts to improve and maintain the variety of plants, animals, insects and microorganisms on your farm and in your soil.*

► This form applies to all parcels engaged in organic crop and livestock production, including greenhouses, poultry production, and other non-field organic production systems. If needed, attach additional pages and/or maps reflecting natural resource management practices.

A. Biodiversity Conservation & Natural Resource Management

1) Describe the natural resources and biodiversity of your operation and surrounding ecosystems, including soil type and condition, bodies of water, nearby wetlands and woodlands, wildlife, windbreaks, hedgerows, native habitat and beneficial plantings. Include any problem areas such as erosion and invasive species.

_____

2) Do you have a current conservation plan or contract with the USDA Natural Resources Conservation Service (NRCS) or other conservation agency?

☐ No ☐ Yes.

a) If yes, list the conservation practices that are being implemented and be prepared to show your plan at inspection.

_____

3) How do you maintain or improve your water resources (consider both quantity and quality)?

☐ Efficient irrigation use (quantity, timing and technology) ☐ Allocate water to non-crop areas for wildlife and habitat
☐ Target and meter fertilizer use to prevent nutrient runoff ☐ Manage excess water towards on-site retention and infiltration
☐ Vegetative cover filters for sediments and other pollutant ☐ Use fish screens ☐ Other (describe):

_____

4) How do you improve and/or maintain natural resources in non-crop areas, such as borders, fallow ag land, and non ag habitats?

☐ Preserve/restore wetlands and riparian areas ☐ Increase and protect native plants/wildlife ☐ Minimize erosion
☐ Preserve/restore wildlife corridors ☐ Leave areas as undisturbed habitat refuge ☐ Wildlife friendly fences
☐ Establish legal conservation areas ☐ Restore degraded areas ☐ Native habitats not converted to farmland since certification
☐ Other (describe):

_____

5) How are you managing habitat for pollinators, natural enemy insects and other wildlife throughout the production season?

☐ Hedgerows ☐ Windbreaks ☐ Raptor perches or trees at field edge ☐ Bird or bat boxes ☐ Ensure a clean water source
☐ Plant flowers interspersed with crops ☐ Implement measures to support a variety of bee species
☐ Allow non-invasive plants in non-cropped, fallow, & border areas ☐ Provide extended food supply ☐ Other (describe):

_____

6) What actions do you take to prevent or control invasive plant/animal species, especially those threatening natural areas?

☐ Learn to identify invasive plant and animal species ☐ Monitor for new introductions and suppress or remove immediately
☐ Plant competing beneficial native plants ☐ Use weed & pest-free seed/planting stock/soil amendments/mulches
☐ State or Federal agency controls invasive species ☐ Other (describe):

_____

7) If you restrict wildlife from your production areas due to food safety or other crop production concerns, or if you have converted wildlife habitat to crop production, how do you mitigate the resulting loss of wildlife habitat?

☐ Develop or enhance habitat in other areas of your farm ☐ Plant buffers between crop and habitat areas
☐ Leave room for habitat when using fencing (riparian or corridor) ☐ Other (describe):

_____

☐ Not applicable (explain why not):

_____

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8) Operations producing crops within enclosed structures/buildings (i.e. greenhouses, sprout or mushroom production, etc): Describe additional conservation measures implemented at your operation. ☐ Not applicable
☐ Water conservation ☐ Energy conservation ☐ Recycling ☐ Composting ☐ Diverse outdoor plantings
☐ Surrounding habitat restoration ☐ Sustainable packaging ☐ Crop rotation within greenhouses ☐ Other (describe):

9) Describe any additional measures taken to conserve natural resources: ☐ Not applicable

B. Biodiversity and Natural Resources Monitoring Plan

1) How do you verify the effectiveness of your conservation measures and document whether they improve or maintain the natural resources of your operation?
☐ Photograph logs ☐ Document fertility & pest control cost trends ☐ Document water use trends
☐ Plant, animal, insect surveys ☐ Observations in farm logs and journals ☐ Maintain conservation map
☐ Water testing ☐ Soil testing ☐ Periodic expert evaluation and report (such as NRCS) ☐ Other (describe):

C. Conservation Involving Livestock ☐ Not applicable, no livestock involved

1) How do you protect natural wetlands, riparian areas and sensitive habitats from impacts due to livestock?
☐ Limit livestock access to riparian areas, sensitive habitats and use designated stream crossings
☐ Locate feed stations, water troughs and mineral blocks away from streams and water sources
☐ Conserve native vegetation along waterways ☐ Manage excess manure to prevent nutrient and pathogen pollution
☐ Allow the natural process of plant regeneration along stream banks ☐ Other (describe):

2) How do you improve or protect your pasture or rangeland?
☐ Manage the frequency, density and timing of grazing to allow plant regeneration ☐ Reseed trampled or eroded areas
☐ Plant a diversity of native species ☐ Provide adequate shaded areas to minimize soil compaction
☐ Prevent excess deposits of manure ☐ Encourage plant growth that filters manure runoff
☐ Minimize grazing wetlands and other soggy areas ☐ Other (describe):

3) What management practices do you use to ensure a healthy relationship between livestock and wildlife?
☐ Use guard animals ☐ Graze when predation is low ☐ House livestock overnight in protected area ☐ Use electric fencing
☐ Provide water troughs with escape ramps for wildlife ☐ Small animals are grazed with large ☐ Predator lights are used
☐ Design fencing to minimize entrapment and provide for wildlife corridors
☐ Allow non-predatory wildlife, such as grazers and birds to co-exist with livestock ☐ Other (describe):

4) How do you manage yards, feeding pads, feedlots, laneways and housing to prevent runoff to surface water and to prevent dust from moving offsite?
☐ A plan for confinement areas is in place before severe erosion problems occur ☐ Livestock is rotated to multiple areas
☐ Concentrated runoff is diverted into a temporary storage lagoon ☐ Manure is periodically removed and composted
☐ Confined sites are large enough to handle the type and number of animals present ☐ Air filtration is used in housing
☐ Manure ground into dust in confined areas is watered down ☐ Windbreaks are used outside housing
☐ Confined sites are made of concrete or well-draining rock bases ☐ Other (describe):

Operation Name: _____ **Date:** _____

A. Preventative Pest Management Strategies

Preventative management practices such as crop rotations and nutrient management in addition to mechanical and physical controls are required to manage insects, diseases and weeds prior to the use of biological or botanical substances (materials) or those included on the National List of synthetic substances allowed for use in organic crop production.

Check the strategies you use to prevent or control pests:	Weeds	Insects & invertebrates	Diseases & nematodes	Vertebrate pests
Crop rotation (describe in G4.0)	☐	☐	☐	☐
Cover cropping	☐	☐	☐	☐
Strip cropping, interplanting or planting mixed species	☐	☐	☐	☐
Trap crops	☐	☐	☐	☐
Crop nutrient management	☐	☐	☐	☐
Sanitation, cleaning up debris, nesting areas, removal of disease vectors, weed seed sources, etc.	☐	☐	☐	☐
Growing location	☐	☐	☐	☐
Timing of planting	☐	☐	☐	☐
Resistant varieties or rootstock	☐	☐	☐	☐
Remove pest by hand (hoeing, pruning, picking, vacuum)	☐	☐	☐	☐
Mechanical cultivation (disc, plow, harrow, rototill, etc.)	☐	☐	☐	☐
Mowing or grazing	☐	☐	☐	☐
Irrigation method (drip, furrow, etc.) or management	☐	☐	☐	☐
Mulching with biodegradable materials	☐	☐	☐	☐
Non-PVC plastic or synthetic mulches, or solarization	☐	☐	☐	☐
Plant beneficial habitat areas	☐	☐	☐	☐
Construct predator habitat (owl nests, perches, etc.)	☐	☐	☐	☐
Release beneficial organisms	☐	☐	☐	☐
Construct barriers (fences, raised platforms, etc.)	☐	☐	☐	☐
Traps	☐	☐	☐	☐
Flaming	☐	☐	☐	☐
Other physical or mechanical means (describe):				
Burning crop residue (complete C below)	☐	☐	☐	☐

B. Materials for Controlling Weeds, Insects, or Diseases

1) Do you use materials for controlling weeds, insects, or diseases?

☐ No materials used. Skip to section C. ☐ Yes. List all materials on your **Grower Materials Application (OSP Materials List)**.

An allowed synthetic material may be used if it is on the National List and if the conditions for using the material are documented in the Organic System Plan.

2) Describe the conditions that must exist before you will resort to using materials for weed, insect or disease control:

☐ When preventative measures/controls described above fail ☐ When economic thresholds for pest damage are exceeded

☐ Other (describe): _____

C. Burning Crop Residues

1) Do you burn crop residues?

☐ No. Stop, this form is complete. ☐ Yes, complete this section.

Burning may not be used as a means to dispose of crop residues. However, it may be used to suppress diseases or stimulate seed germination. Crop residues are defined as the plant parts remaining in a field after the harvest of a crop, which includes stalks, stems, leaves, roots and weeds.

2) What crop residues do you burn, and how often do you burn them?

_____

3) What diseases are to be suppressed, or which specific seeds are to be germinated?

_____

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Operation Name: _____ **Date:** _____

Your OSP must describe management practices and physical barriers used to prevent commingling with nonorganic crops and contamination from contact with prohibited substances.

A. Buffer Zones

Organic parcels must have distinct boundaries. Buffer zones between organic parcels and adjacent land not under organic management must be sufficient to prevent contamination of organic land and crops by prohibited materials applied to adjacent land, and/or by products produced by genetic engineering (e.g. GMO seed).

- ► **Notify CCOF immediately of any known application or drift of a prohibited material to organic land or crops.**
- ► If prohibited materials (including GMO seeds) are used on land adjoining your organic parcel, you may be required to widen existing buffer zones or implement other preventative measures to prevent contamination of organic crops.

1) If crops are grown in buffer areas, how are they separated during harvest, storage, and sales? *Maintain documentation of separation.*
   - ☐ Not applicable, no buffer crop grown
   - ☐ Harvest containers are not marked 'organic'
   - ☐ Crop is destroyed, given away, or not harvested
   - ☐ Stored apart ☐ Harvested at different times
   - ☐ Crops are not marked 'organic' on crop records
   - ☐ Mark or flag buffer areas ☐ Sold to a different buyer than the organic
   - ☐ Keep separate records to track harvest and sales
   - ☐ Other (describe): _____

2) What safeguards do you use to prevent contamination from drift?
   - ☐ None, no surrounding use of prohibited materials
   - ☐ Written notification to neighbors ☐ Written agreement with neighbor (attach)
   - ☐ Register with a drift monitoring program such as DriftWatch (www.driftwatch.org). List program: _____
   - ☐ Written agreement with agency managing weed control along roadways (i.e. county road dept) (attach)
   - ☐ Post signs ☐ 3rd party residue testing for monitoring
   - ☐ Ongoing monitoring of neighboring land management practices
   - ☐ My operation manages the adjacent non-organic land and takes precautions to avoid drift (describe): _____
   - ☐ Other (describe): _____

B. Lumber Treated with Prohibited Materials

*Lumber treated with arsenate or other prohibited materials may not be used for **new installations or replacement purposes** in contact with soil or livestock.*

1) Is there existing lumber on any parcel you are applying to certify, and/or do you plan to install lumber within organic parcel boundaries in the future?
   ☐ No, neither of the above. Skip to section C. ☐ Yes. Complete this section.

2) How do you ensure that lumber treated with prohibited materials will not be used for new installations or for replacing existing lumber (e.g. endposts, trellis, stakes, etc.)?
   ☐ Use metal stakes ☐ Use untreated wood
   ☐ Other (describe): _____

C. Production Equipment

You must use management practices to prevent contact with prohibited substances and/or products produced by genetic engineering (i.e. GMO seed).

1) Do you use input material application equipment and/or seeding/planting equipment for organic production?
   ☐ No, none of the above used. Skip to section D. ☐ Yes. Complete the following table.

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2) List all input material application equipment and/or seeding/planting equipment used in your organic production. Attach additional pages if necessary.

Equipment type	**Dedicated** to organic **only?** (Yes/No)	**Own, rent, borrow, or custom work?**	**How is it cleaned or purged before organic use, including type(s) of materials used?**	**Rinsed?** (Yes/No, and any other details on how prohibited substances are removed, e.g. triple rinsed, purged, blown out)
Example: spray rig	*No*	*Custom*	*Custom applicator washes with soap*	*Yes, custom applicator triple rinses*

3) How are equipment cleaning/purging activities documented?
☐ Cleaning and/or purge logs ☐ A Standard Operating Procedure (SOP) is followed (attach SOP)
☐ Other (describe):

D. Irrigation

1) Do you irrigate?
☐ No. Skip to section E. ☐ Yes. Complete this section.

2) What is the source of your irrigation water?
☐ Well ☐ Reservoir
☐ Water district (name): _____
☐ River, stream, or lake (name): _____

3) Are you aware of any prohibited materials that are added to your irrigation water (e.g. algicides)?
☐ Yes ☐ No

4) Does your organic cropland share irrigation lines or irrigation water (including tail water) with other cropland where prohibited materials are applied into the water?
☐ Yes ☐ No
a) If yes, is **your operation** responsible for applications of prohibited materials?
☐ Yes ☐ No

5) If yes to question 3 or 4 above, what measures have you taken to prevent contact of organic crops or land with prohibited materials? Attach a map showing a piping diagram if valves or backflow prevention devices have been installed.

6) Do you apply materials to organic crops or land via irrigation water (e.g. fertigation, irrigation line cleaners, pH adjusters, etc.)?
☐ No ☐ Yes. List all materials on your **Grower Materials Application (OSP Materials List)**.

E. Prohibited Materials Storage on Farm

1) Do you store any prohibited materials (or materials not included on your approved OSP Materials List) on farm?
☐ No. Stop, this form is complete. ☐ Yes. Complete this section.

2) In storage areas, how do you identify and separate these materials from materials that are included on your approved OSP Materials List?

Operation Name: _____ **Date:** _____

You must use management practices and physical barriers to prevent commingling of organic and nonorganic crops during harvest and transport, and to prevent contamination from contact with prohibited substances.

A. Responsibility for Harvest & Transport

The certified organic operation responsible for harvest and transport of organic crops must maintain relevant records. Certified operations that contract with uncertified companies for harvest and transport services must maintain records for activities performed by uncertified companies on their behalf.

Records must be sufficient to trace organic crops/products from production to sale or transport and must be traceable back to the last certified operation. Records must document prevention of commingling between organic and non-organic crops/products and prevention of contamination from contact with prohibited substances.

1) My operation is responsible for **harvest** in the following ways (mark all that apply):
   - ☐ My operation performs the harvest.
   - ☐ My operation (or my contracting organic handler, e.g. shipper, marketer, buyer) hires an uncertified company (contract harvester) to harvest my crop. Complete A3 below and describe all activities performed by the harvester in section B.
   - ☐ Other responsibility for harvest (describe): _____
   - ☐ Not applicable, no responsibility for harvest (e.g. crop is sold "in the field"). Describe:

   _____

2) My operation is responsible for post-harvest **transportation** in the following ways (mark all that apply):
   - ☐ My operation transports the crop
   - ☐ My operation (or my contracting organic handler) hires an uncertified company to transport my crop. Complete A3 below and describe all activities performed by the transporter in section B.

     *Certification of the transporter is required if the transporter **handles** the crops during transport (e.g. pack, repack, treat, sort, open, enclose, label). See the **Exempt Handler Affidavit** **(EHA)** for more details on activities performed by transporters that may require certification.*
   - ☐ Other responsibility for transport (describe): _____
   - ☐ Not applicable, no responsibility for transport (e.g. crop is sold "in the field"). Describe:

   _____

3) If you or your contracting organic handler (e.g. shipper, marketer, buyer) hires any **uncertified companies** to harvest and/or transport organic crops, how do you ensure that you maintain the applicable records?
   - ☐ Not applicable. Skip to section B.

   You must maintain records of activities performed by uncertified companies on your behalf. If records are generated by the uncertified company, you must obtain or have access to the records. Applicable records include, but are not limited to the following:
   - *Harvest records showing date, quantity, crop(s), and certified organic parcel where crops were harvested.*
   - *Cleaning records for harvest equipment, such as cleaning or purge logs or standard operating procedure (SOP).*
   - *Transportation records sufficient to trace crops back to the certified organic grower and link to the production lot number, shipping identification or other unique identification located on the nonretail container used for shipping the crop.*
   - *Transportation records demonstrating commingling and contamination are prevented during transport, such as truck cleaning procedures or clean truck affidavit.*

   Mark all that apply:
   - ☐ My operation generates the records.
   - ☐ The uncertified company generates the records and provides them to me.
   - ☐ My contracting organic handler obtains the records from the uncertified company and provides them to me.
   - ☐ Other (describe):

   _____

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B. Harvest & Transport Practices

☐ Not applicable, my operation has no responsibility for harvest and transport, as indicated in section A above.

If uncertified companies are hired, you are responsible for ensuring they comply with your OSP as outlined in this section and you must maintain all relevant records.

1) Do organic crops directly contact any equipment used during harvest, in-field washing and/or packing, or transport?

☐ No. Skip to question B3. ☐ Yes. Complete the following table.

Equipment type (Only list equipment that contacts organic crop)	**Dedicated to organic only?** (Yes/No)	**Own, rent, borrow, or custom work?**	**How is it cleaned before organic use, including type(s) of materials used?**	**Rinsed?** (Yes/No, and any other details on how prohibited substance residues are removed)
Example: harvest bins	*No*	*Own*	*Wash with soap, sanitize with chlorine*	*Yes, triple rinse*

2) How are equipment cleaning/purging activities documented?

☐ Cleaning and/or purge logs ☐ A Standard Operating Procedure (SOP) is followed (attach SOP)

☐ Other (describe):

3) Do you wash crops in the field?

☐ No. Skip to question B4. ☐ Yes. Complete this section.

a) If you treat wash water on-site (e.g. RO, UV, carbon filtration, water softeners, pH adjustment), does treated water meet Safe Drinking Water Act Standards? Contact treatment manufacturer if you are unsure.

☐ Not applicable ☐ Yes. *CCOF may request documentation that treated water meets Safe Drinking Water Act standards.*

b) Do you add any substances to the wash water, e.g. peracetic acid, hydrogen peroxide, chlorine?

☐ No ☐ Yes. List materials on your **Grower Materials Application (OSP Materials List)**.

c) Do you add chlorine to the wash water?

☐ No. Skip to question B4. ☐ Yes. Continue below.

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

Residual chlorine levels in water at the last point of contact must not exceed the maxiumum residual disinfectent limit under the Safe Drinking Water Act.

☐ Not applicable ☐ Yes ☐ No, chlorine never added to water above SDWA limits

4) Are both organic and nonorganic crops grown?

☐ No. Skip to section C. ☐ Yes, complete question 5.

5) Describe the **management practices** and/or **physical barriers** used to ensure that organic and nonorganic crops are not commingled during harvest and/or transport from the field. Mark all that apply.

☐ Closed containers ☐ Harvested at different times

☐ Visually distinct organic & nonorganic crops ☐ Shipped on separate vehicles

☐ Shipped to separate destinations

☐ Other (describe):

*In **G7.0 Labeling**, describe **labeling** of nonretail containers to identify organic status during transport from the field. In **G8.0 Record Keeping** describe how you distinguish between organic and nonorganic in your **records**.*

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C. Post-Harvest Handling/Processing at Another Certified Operation

1) Are your crops handled/processed by another certified organic operation after harvest?
   - ☐ No. Stop, this form is complete.
   - ☐ Yes, but ownership of crops is transferred before or upon delivery to the facility. Stop, this form is complete.
   - ☐ Yes. Complete this section.

2) List all finished organic products and their corresponding organic handler or processor below, or attach another list. Include private label products. For each **multi-ingredient product**, submit an ingredient statement from the manufacturer to compare to your label (not required if co-packer is CCOF certified).

   *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 CCOF naming conventions.*

Product Category	Product Detail (if any)	Packaging Form	Certified Operation where Product is Handled or Processed
Example: Almonds	*Shelled*	☒ *Retail*	*ABC Hulling & Shelling*
		☐ Retail ☐ Nonretail ☐ Unpackaged	
		☐ Retail ☐ Nonretail ☐ Unpackaged	
		☐ Retail ☐ Nonretail ☐ Unpackaged	

3) Attach organic certificates for all handlers/processors listed above. ☐ Attached

   *Certificates must be **current** (issued within the last 15 months) and **complete**, listing the **specific finished products above** and including the **brand (if any).** In **G8.0 Record Keeping**, describe your monitoring practices to verify the organic status of the crops/products you source, and prevent organic fraud.*

4) Attach all labels in **G7.0 Labeling**. ☐ Attached

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Operation Name: _____ **Date:** _____

A. Crops Stored at Other Operations

► Complete this section if you store crops at facilities or storage locations that **your operation does not own or lease.**

☐ Not applicable. Skip to section B.

1) Do you own the crop while it is in storage?

☐ No. Skip to section B. ☐ Yes. Complete this section.

2) Describe the storage locations:

Storage Facility Name & Address	Crops Stored	Documentation
		☐ *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.*

*In **G8.0 Record Keeping**, describe your monitoring practices to verify that the organic status of your crops will be maintained during storage, and prevent organic fraud.*

B. Crops Stored at Owned or Leased Locations

► Complete this section if you store crops at facilities or storage locations that **your operation owns or leases.**

☐ Not Applicable. Stop, this form is complete.

*If you handle the crops in any way other than storage at the location(s) below, also complete either **G6.4 Simple On-Farm Post Harvest Handling** (for simple handling of your own crops at your own all-organic facility) OR the Handler OSP forms indicated in the **Guide to Handler OSP Forms**.*

1) Describe your storage locations:

Storage Location Name & Address	Crops Stored	Type (cold, dry, etc)

2) Do you use the same storage units or containers for organic and non-organic crops?

☐ No, not applicable. Skip to question B3. ☐ Yes. Complete this section.

a) How do you separate and label organic and non-organic crops?

_____

b) How do you identify organic storage areas?

_____

c) How do you clean storage units or containers prior to storage of organic crops & record the cleaning?

_____

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

4) Which of the following practices do you use to **control** pests in organic storage areas?
   - ☐ N/A, prevention practices are effective and additional controls are not needed at this time.
   - ☐ 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 storage areas, list these on your **Grower Materials Application (OSP Materials List)**.

5) Are the measures listed above sufficient to prevent or control pests?
   - ☐ N/A, none used ☐ Yes
   - ☐ No. List pest control materials **from the National List** that you apply in organic storage locations on your **Grower Materials Application (OSP Materials List)**.

     Prevention and control methods described in B3 and B4 above must be implemented before other National List materials may be used. See the Grower Materials Application (OSP Materials List) for a list of National List materials.

6) Are National List materials sufficient to prevent or control pests in organic storage areas?
   - ☐ N/A, no National List materials used or planned for use ☐ Yes ☐ No, other pest control materials are needed.

7) If you plan to use pest control materials **not on the National list** in organic storage locations, list them on your **Grower Materials Application (OSP Materials List)** and describe below why preventative practices, mechanical or physical controls, and National List materials are not effective.
   - ☐ N/A, no non-National List pest control materials used or planned for use
   - ☐ Letter of justification attached (see **example** on CCOF website)

   _____

8) How do you prevent pest control materials (e.g. applied via fumigation and/or fogging) from contaminating organic crops and/or packaging materials?

   You must protect organic storage areas, crops, and packaging from contamination from all facility pest control materials.
   - ☐ N/A ☐ Remove crops and packaging from areas to be treated
   - ☐ Wash and rinse organic contact surfaces after treatment ☐ Cover equipment used for organic storage during treatment
   - ☐ Other (describe): _____

9) How do you record pest control material use and measures taken to protect organic crops or packaging?

   You must document pest control activities and protection of organic.
   - ☐ N/A ☐ Pesticide use log ☐ Log describing removal/reentry of crops and packaging
   - ☐ Other (describe): _____

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Operation Name: _____ **Date:** _____

- **Complete this form ONLY if you are an all-organic operation performing simple post-harvest handling activities on-farm for only your own organic product.** Simple activities include: washing, drying, dehydrating, hulling, shelling, pressing, sun drying, freezing, cutting, sorting, sizing, or packing.
- This form **does not apply** if you are handling both organic and nonorganic products, making multi-ingredient products, operating a multi-farm CSA, or performing complex handling such as baking, brewing, extracting, etc. Instead, complete the Handler OSP forms applicable to your operation indicated on the **Guide to Handler OSP Forms**.

A. General information

1) Site Name & Location (full address):

_____

2) List, or attach a list, of all organic products handled here.

_____

3) Attach a complete written description or a schematic flow chart of where and how the product is received, processed, packaged, and stored. Identify ALL equipment, processes, pest control practices (including preventative practices, and mechanical/physical controls), and storage areas. If the descriptions provided are not complete, or show that you are performing complex processing, you may be required to complete a Handler OSP.

   ☐ Complete description attached

4) List any materials used for facility pest control at this post harvest handling location on your **Grower Materials Application (OSP Materials List)**. ☐ None used

B. Sanitation and Water Use

1) Do you use any equipment sanitizers, or any **no-rinse** equipment cleaners/detergents, on organic food contact surfaces?

   ☐ Neither one is used. Skip to question B2.

   ☐ Yes. List materials on your **Grower Materials Application (OSP Materials List)**. Complete this section.

   a) Describe how the equipment is cleaned and/or sanitized.

   _____

   b) How do you ensure that organic food contact surfaces are free of residuals (ex. quaternary ammonia)?

   ☐ Chlorine materials and/or sanitizers allowed to evaporate completely

   ☐ Thorough rinses, including a double rinse procedure

   ☐ Residue testing (indicate type): ☐ pH ☐ Quaternary ammonia ☐ Other: _____

   ☐ Other (describe): _____

2) Is water used in direct contact with organic products (ex. wash water)?

   ☐ No. Skip to section C. ☐ Yes. Complete this section.

   a) Do you add any substances to water that contacts organic products (ex. peracetic acid, hydrogen peroxide, chlorine, etc.)?

   ☐ No. Skip to section C ☐ Yes. List on your **Grower Materials Application (OSP Materials List)**. Complete this section.

   b) If you add chlorine to water that directly contacts organic products, indicate how you meet the following restriction:

   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).

   ☐ Not applicable, no chlorine added ☐ Final rinse with water only ☐ Final rinse with chlorine at or below SDWA limit

C. Packaging

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

   ☐ Yes ☐ Not applicable, no packaging

Operation Name: _____ **Date:** _____

► Complete this form if you source products from other operations and/or sell products directly to consumers (e.g., Community Supported Agriculture (CSA) program, farm stand, Farmers' Market, u-pick, website, etc.).

A. Sourcing Products

*If you **import** organic crops/products into the United States, do not complete this form. Instead complete the Handler OSP forms indicated in the **Guide to Handler OSP Forms.***

1) Do you source organic crops/products from other operations?

☐ No. Skip to section B. ☐ Yes. Complete the table below or attach a list.

*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 CCOF naming conventions.*

Crop/Product Category	Crop/Product Detail (if any)	Supplier
Example: Tomatoes	*Roma*	*ABC Organic Farm*

*If any suppliers are **uncertified** (e.g. brokers/distributors), list **both** the uncertified supplier and the certified operation they source from in the Supplier column above, and attach an **Exempt Handler Affidavit (EHA)** completed by the uncertified supplier. Crops must be enclosed in sealed, tamper-evident retail packaging when acquired by the uncertified supplier and must remain in that packaging while under their control. CCOF will review the EHA and notify you if certification of the supplier is required.*

2) Attach organic certificates for all suppliers listed above. ☐ Attached

*Certificates must be **current** (issued within the last 15 months) and **complete**, listing the crop or product you source. In **G8.0 Record Keeping**, describe your monitoring practices to verify the organic status of the crops/products you source, and prevent organic fraud.*

3) How do you verify that incoming products do not contact prohibited substances during transport from the supplier to your operation?

☐ Cleaning and/or purge logs ☐ Certified supplier provides documentation ☐ Other (describe):

_____

4) How do you ensure that organic products are not commingled with nonorganic during transport from the supplier to your operation? Mark all that apply:

☐ Not applicable, only source certified organic products

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

☐ Shipped on separate vehicles ☐ Shipped from separate destinations ☐ Other (describe):

_____

B. Direct Marketing

1) Describe all direct marketing venues below or attach a list. Include CSAs, farm stands, Farmers' Markets, U-Pick, and online sales.

☐ Not applicable, no sales directly to consumers. Stop, this form is complete.

a) **Farmers' Markets** ☐ Not applicable, no sales at farmers' markets.

Name of market and/or Farmers' Market organization	Market Address	Day(s)	Do you sell non-organic products at this market?
Example: Farmtown Farmers' Market Association	*123 Main St. Farmtown, CA*	*Mon & Sat*	*No*

b) **Other direct marketing venues** (CSA, farm stand, u-pick, online/website sales, etc.) ☐ Not applicable, none of these

Type	Address or Website (for online sales)	Do you sell non-organic products at this venue?
Example: Online sales	*www.ABCRanch.com*	*Yes*

C. Direct Marketing Representation and Signage

1) How do you differentiate organic and non-organic products to consumers?

You must ensure organic and nonorganic products are not commingled and avoid misrepresentation of nonorganic products as organic.

*As applicable to your sales venues, see CCOF's **Farmers Market Best Practices Guidelines** and/or our **Organic Claims on Websites and Other Marketing** flyer, both available at **www.ccof.org/page/labeling-and-logos**.*

☐ Not applicable, I only sell certified organic products

☐ Twist ties/stickers/rubber bands ☐ Newsletter/delivery list (attach sample)

☐ Description on website (attach sample) ☐ Clear "organic" and "nonorganic" signage (attach photo)

☐ Separate sales areas for organic and nonorganic. Describe:

_____

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Operation Name: _____ **Date:** _____

► **All labels must be approved by CCOF prior to use.**

► Organic labeling guidelines are available at www.ccof.org/labeling.

The USDA seal and/or or the CCOF seal or name are optional for use on all types of labels. If the USDA seal is used, it must be printed in allowed color schemes only, and its design may not be modified. If both seals are used, the USDA seal must be displayed more prominently than the CCOF seal.

A. Nonretail (Shipping or Storage) Containers

Nonretail containers are any container used to ship or store organic products that are not used for retail sale. This includes temporary signage applied to unpackaged products during shipping and storage.

Nonretail containers must identify product as organic (not required if container holds product packaged for retail sale with retail organic status identification visible through the nonretail container).

Nonretail containers must display production lot number, shipping identification, or other unique identification that links the container to audit trail documentation.

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

   ☐ No. Skip to section B. ☐ **Yes. Attach all nonretail container labels.** Provide color samples if USDA seal is used.

2) How do nonretail containers identify the organic status of the product? Mark all that apply.

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

   ☐ Nonretail container holds retail packaged product & organic status is visible through the nonretail container

   ☐ Other (describe): _____

3) Indicate which of the following are used on nonretail containers to link the container to your audit trail documentation (e.g. harvest, shipping, storage, and/or sales records). Select all that apply.

   ☐ Lot number. Describe lot numbering system in **G8.0 Record Keeping** ☐ Shipping identification

   ☐ Other unique identification (describe): _____

B. Retail Labels (Packaged or Unpackaged)

1) Do you use any retail labels for **packaged** organic products (examples: box, bag, sleeve, clamshell, etc.)?

   ☐ No. Continue to B2.

   ☐ Yes. **Attach all retail package labels.** Provide color samples if USDA seal is used.

   *Packaged retail product labels must state "Certified Organic by CCOF" (or similar) and this phrase must be located **below** the information identifying your operation or the handler/distributor.*

2) Do you use any retail labels for **unpackaged** organic products (examples: PLU stickers/tags, twist ties, plant tags, etc.) that include the USDA seal, CCOF name/seal, or an ingredient statement?

   ☐ No. Continue to section C.

   ☐ Yes. **Attach unpackaged retail product labels.** Provide color samples if USDA seal is used.

   PLU labels include stickers and tags affixed to produce and may include produce bags that remain open in the retail setting.

   "Certified Organic by CCOF" is optional on these labels. CCOF only reviews these labels if they include the contain the USDA seal, CCOF name/seal, or an ingredient statement.

C. Brands

1) Are any brands/labels that you use owned by other companies (brand owners)?

   ☐ Not applicable, no branded labels or packaging OR only pack into my operation's own labels/brand. Stop, this form is complete.

   ☐ Yes. Continue to question 2.

2) Indicate the certification status for each company whose brand(s) your crops are packed into. Mark all that apply.

   *Brand owner certificates must list finished branded products packed into their labels. You must maintain current certificates for all certified organic brand owners, including those certified by CCOF. In **G8.0 Record Keeping**,* describe your monitoring practices to verify that the organic status of your crops will be maintained *through distribution by the brand owner*, and prevent organic fraud.

   ☐ Uncertified. **Attach Co-Packer Application** (one per brand owner).

   ☐ CCOF certified.

   ☐ Certified by another certification agency and that certification agency is identified on the label. **Attach certificate.**

   ☐ Certified by another certification agency and CCOF is identified on the label (CCOF name or seal). **Attach certificate and Co-Packer Application**

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Operation Name: _____ **Date:** _____

Certified operations must maintain records of the production, harvesting, and handling of organic crops that fully disclose all activities and transactions in enough detail to be readily understood and audited.

Records must span the time from production (or purchase or acquisition) to sale or transport to the next certified operation and must be traceable back to your operation.

Records must be sufficient to demonstrate compliance with organic regulations, kept for at least five years, and made available for inspection.

A. Records Kept

1) Based on the activities described in your Organic System Plan (OSP), does your operation:
   - Maintain all records needed to verify compliance, and
   - Keep these records for at least 5 years, and
   - Make them available during inspections?

☐ Yes, my operation does the above.

Records needed to verify compliance include, but are not limited to, the following. ***Optional sample recordkeeping forms you may use to document many of the activities below can be found at www.ccof.org/recordkeeping.***

If you do this:	Maintain this type of record:
Grow crops	• Planting records (crop, location, date, acreage, etc.) • Records of crop rotation or practices in lieu of rotation (perennials, container crops) • Documentation of natural resource and biodiversity conservation practices & monitoring • Documentation of preventative pest management practices • Production equipment: cleaning records or Standard Operating Procedures (SOPs)
Use seed, annual seedlings (transplants), or planting stock	• Purchase receipts or other records documenting source & treated/untreated status • Seed/planting stock: organic certificates OR commercial availability & non-GMO records • Annual seedlings: organic certificates or on-farm production records
Use crop input materials (fertilizers, pesticides, seed treatments, etc.)	• Purchase receipts or other records documenting source • Application records (material name, date, rate, location) • Compost/compost tea/vermicompost produced by your operation: production records • Records to demonstrate compliance with any restrictions (e.g. nutrient testing, etc.)
Have organic parcels with adjacent nonorganic production	• Documentation of preventative measures to reduce drift risk • If growing crops in buffer zones: harvest and sales documentation verifying separation
Responsible for harvest and/or transport	• Harvest/transport equipment: cleaning records or SOPs • Harvest records or field tags (date, crop, quantity, location) • Transport or shipping records, if applicable
Store crops	• Storage records, organic certificates • Storage at your own facility: facility pest management records
Simple post-harvest handling	• Records of handling activities, including facility pest management and material use
Send crops to another operation for handling/processing	• Documentation of transactions (e.g. receiving, sales) • Organic certificate for handler/processor
Source organic crops from another operation	• Transaction and shipping/receiving records, organic certificates • If sourcing from uncertified (exempt) operation: records linking back to the last certified operation in the supply chain
Sell or transfer ownership of organic crops (even if not sold as organic)	• Shipping or sales records (e.g. BOLs, delivery or receiving records, grower statements, Farmers' Market load lists, contracted value for contract crop production, etc.)
Export from Mexico to the US (my operation is the "Exporter of Record" responsible for shipments)	• NOP Import Certificates (request prior to export: www.ccof.org/export) • Records to demonstrate that exported products were not treated or exposed to a prohibited substance, fumigated with a prohibited substance, or exposed to ionizing radiation at any point in the product's movement across country borders.

B. Audit Trail

*An "audit trail" documents the **harvest** of organic crops (or purchase/acquisition from a certified organic supplier), any **storage** and/or **post-harvest handling**, and **transport** or **sale** of the crop to the buyer. A complete audit trail typically includes, but is not limited to the harvest, shipping, and/or sales records described above in section A.*

Audit trail records must contain linking elements to trace organic products back to their source (your operation's organic field/parcel, or the certified organic supplier if sourced from another operation).

Audit trail records must identify crops/products as organic.

Your audit trail system must include the lot number, shipping identification, or other unique identification printed on nonretail containers as they move through the supply chain.

1) Attach a sample audit trail showing how you plan to meet the audit trail requirements above.
   - Highlight or clearly mark the linking elements to show how the documents connect in sequence.
   - Show how you will identify the organic status of the crop/product(s) on each type of document.
   - For nonretail containers that move through the supply chain (from your operation to the next operation): indicate where in your audit trail system the nonretail container's lot number, shipping identification, or other unique identification will appear.
   - **If you are new to organic production, you must provide an example of the audit trail records you plan to maintain.**

   ☐ Sample audit trail attached.

2) Describe the lot numbering used to link to your audit trail and track organic crops/products once they leave your operation.

   ☐ Not applicable, no lot numbering used.

   ☐ My operation assigns lot numbers. Describe your lot numbering system:

*EXAMPLE: **Lot Number**: 23123O10*				
Code	*23*	*123*	*O*	*10*
Signifies	*Year: 2023*	*Julian date: harvest*	*Organic*	*Parcel ID*

Lot Number:				
Code				
Signifies				

C. Split Operation Record Keeping

***A split operation** is an operation that produces or handles **both organic and nonorganic** products.*

1) Mark all of the following that apply to your operation:

   ☐ Grow both organic and nonorganic crops

   ☐ Grow **identical** crops organically and nonorganically

   ☐ Sell organic and nonorganic crops/products, including any that you source from other operations

   ☐ Sell **identical** organic and nonorganic crops/products, including any that you source from other operations

   ☐ None of the above. Skip to section D.

2) How do your input records distinguish between materials used on organic and nonorganic crops?

3) How do your harvest, shipping, and sales records distinguish between organic and nonorganic crops/products?

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D. Monitoring & Fraud Prevention

Organic fraud is the deceptive representation, sale, or labeling of nonorganic agricultural products as organic.

*You must implement practices and procedures to effectively monitor and verify the organic status of crops/products you produce or source, to prevent organic fraud. The scale and scope of your fraud prevention plan should reflect the complexity of your activities. See our **Fraud Prevention Plan worksheet** for more details. CCOF may request that you complete Handler OSP forms and/or a **Fraud Prevention Plan worksheet** if indicated by the complexity of your activities.*

1) Mark all of the following that apply:

☐ My operation purchases certified organic seed, annual seedlings (transplants), and/or planting stock (including spawn or ready-to-use blocks for mushroom production).

*Describe activities in **G3.0 Seeds & Planting Stock** (or **G3.2 Mushroom Production**).*

☐ My operation sources certified organic crops or products (e.g. for CSA or Farmers Market, for other distribution or re-sale by your operation).

*Describe activities in **G6.5 Sourcing & Direct Marketing**.*

☐ My operation sends certified organic crops to another operation for storage, handling, or processing (prior to sale of the crop or value-added product).

*Describe activities in **G6.1 Harvest & Transport** and/or **G6.2 Storage**.*

☐ My operation packs into brands/labels owned by other certified operations.

*Describe activities in **G7.0 Labeling**.*

☐ None of the above. Stop, this form is complete.

2) For each of the scenarios you indicated in question 1, how do you verify current organic status?

Certificates must be current (issued within the last 15 months) and complete (listing the product sourced or produced/handled, with brand, if any). Records must link back to the last certified organic operation.

☐ Current organic certificate reviewed with each shipment or transaction.

☐ Certificate reviewed periodically, indicate frequency: ☐ Monthly ☐ Quarterly ☐ Annually

☐ Other (describe): _____

3) How do you monitor the effectiveness of your certificate verification practices and procedures?

Should you suspect organic fraud please visit: www.ccof.org/faq/#how-do-i-address-organic-complaints-and-problems-in-the-marketplace.

☐ Standard procedure requires sign-off from more than one employee for each transaction

☐ Periodic review of records for quality control

☐ Other, describe:

_____

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GUIDE TO WILD CROP OSP FORMS

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

- **Complete all 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:	Fill out these forms:
1) Apply for CCOF organic certification for wild crop harvesting.	• **CCOF Certification Contract** • **Parcel Application** (for each parcel) • **W2.0 Wild Crops** • **G4.2 Natural Resources** • **G6.0 Production** • **G6.1 Harvest & Transport** • **G7.0 Labeling** (attach all labels) • **G8.0 Record Keeping**
2) Store crops.	• **G6.2 Storage**
3) Perform simple post-harvest handling of only my own organic crops at my own facility/location.	• **G6.4 Simple On-Farm Post Harvest Handling**
4) Source organic products from other operations AND/OR sell organic products directly to consumers.	• **G6.5 Sourcing Products & Direct Marketing**
5) Package products under a brand or private label owned by someone else.	• **Co-Packer Application** (complete if indicated in **G7.0 Labeling**)
6) Use an uncertified storage facility to store organic crops in sealed, tamper-evident packaging, OR source organic products from an uncertified operation.	• **Exempt Handler Affidavit** (for each uncertified handler)
7) Apply for organic certification of actively managed crop production.	• **Guide to Grower OSP Forms** Complete applicable forms as directed
8) Perform post-harvest handling or processing at my own facility, AND/OR import organic products into the United States.	• **Guide to Handler OSP Forms** Complete applicable forms as directed
9) Apply for CCOF organic certification of livestock. *Not available in Mexico or in Spanish.*	• **Guide to Livestock Producer OSP Forms** Complete applicable forms as directed
10) Located in the US and export, design export labels, or sell to a buyer who requires international verification.	• **Global Market Access Program Application** (exports to Canada, EU, UK, Japan, Korea, Switzerland, Taiwan) • **Mexico Compliance Program Application** (exports to Mexico)
11) Located in Mexico.	• **Mexico Compliance Program Application**
12) Located in Mexico and export, design export labels, or sell to a buyer who requires international verification.	• **Global Market Access Program Application** (exports to Canada) • **NOP Import Certificate Request Form** (exports to US)
13) Grow crops for a CCOF certified entity and I want my CCOF-certified customer to manage my certification.	• **Contracted Partner Program Application** (optional)

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Operation Name: _____ **Date:** _____

► Please complete this form to for all wild crop harvesting operations. *Attach additional pages if necessary.*

A. Wild Crop Management and Monitoring Practices

A wild crop must be harvested in a manner that ensures that such harvesting or gathering will not be destructive to the environment and will sustain the growth and production of the wild crop.

► Crops and parcels covered by these management practices: _____

1) How do you ensure that harvesting practices are not environmentally detrimental to the wild crop habitat?

2) Do you have additional people act as collectors of the wild crop?

☐ No, no additional collectors used ☐ Yes

a) If yes, describe how you ensure that all additional collectors are informed of your harvesting practices and monitoring procedures:

3) What percentage of the wild crop is harvested? _____

4) Please provide a specific description of how you harvest each crop:

5) What measures do you take to ensure the health and longevity of the wild crop population?

6) How do you monitor the health of the wild crop population and how often is monitoring performed?

7) What rare, threatened, or endangered plants and/or animals are found in the wild crop harvest area, and what steps do you take to address potential or actual impacts on these species resulting from your practices?

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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.

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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:

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	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:		

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	Yes	No
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. Send completed forms to inbox@ccof.org.

- ► Review the requirements of this program in the Global Market Access Program Manual and International Labeling Guide.
- ► Use this form to request CCOF verification of organic products under the following equivalency arrangements:
  - United States with Canada, European Union, United Kingdom, Japan, Korea, Switzerland, and Taiwan
  - Canada with European Union, United Kingdom, Japan, Korea, Mexico, Switzerland, Taiwan, and United States
  - Mexico with Canada
- ► Complete this page and the applicable addendum on the following pages based on where your operation is located.
- ► Review CCOF's transaction certificate page at www.ccof.org/export to learn what documentation must accompany your export. Accompanying documents vary per export market and must be requested from CCOF prior to shipping.

A. General Information

1) Why are you enrolling in the Global Market Access (GMA) program?

Select all that apply.

☐ Export certified organic products.
☐ Design labels for export.
☐ Sell to buyer who requires proof of international compliance. *Note that if you sell organic products to a buyer who will export to Canada, the Canada Self-Attestation for Suppliers may be sufficient.*
☐ Other describe: _____

2) If you grow crops or raise livestock, which crops or herds require international verification?

☐ All
☐ Some, list: _____

3) If you do not grow crops or raise livestock, list the planned export markets for each product:

   a. Handlers/Processors – use the Product Application form. ☐ Attached
   b. Brokers with no physical handling – use the H2.6 Broker Suppliers form. Include organic certificates showing international equivalence. ☐ Attached.

4) What systems do you use to prevent exporting products that are not compliant for the destination market?

Select all that apply.

☐ Products meeting different international requirements are segregated during production, processing, and storage and clearly labeled.
☐ Inventory system tracks ingredients and products that are compliant for export.
☐ Lot coding system indicates products that are compliant for export.
☐ Sales system only allows export of compliant products.
☐ All parcels are compliant for all international markets.
☐ Customer is responsible for export. I indicate each product's international compliance to my customer.
☐ Other describe: _____

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GMA Application – Operations in the United States

Complete this addendum if your operation is located in the United States. You will be billed annually for each market you select, see the CCOF Certification Services Program Manual.

☐ N/A, not located in the US

► Select markets for GMA enrollment and complete corresponding sections below:

☐ Canada ☐ European Union ☐ Japan ☐ Korea ☐ Switzerland ☐ Taiwan ☐ United Kingdom

A. Exports to Canada - US/Canada Equivalence

☐ N/A, not requesting Canada verification.

For exports to Canada – Pet food, personal care products, and natural health products are not covered by the equivalence arrangement but may be sold as USDA NOP certified in Canada. Reference to Canadian Organic Regime (COR) is prohibited.

1) If you grow crops, do you use hydroponic or aeroponic methods?
   - ☐ N/A, I do not grow crops.
   - ☐ No, I do not use hydroponic /aeroponic methods.
   - ☐ Yes, I use hydroponic/aeroponic methods. (*Prohibited for export to Canada*)
     List crops and/or parcels with hydroponic or aeroponic production. _____

2) If you grow crops, do you use sodium (Chilean) nitrate?
   - ☐ N/A, I do not grow crops.
   - ☐ No, I do not use sodium nitrate.
   - ☐ Yes, I use sodium nitrate. *(Prohibited for export to Canada)*
     List crops and/or parcels where sodium nitrate is used: _____

3) If you raise livestock, do all organic non-ruminant livestock meet the livestock stocking rates set forth in the Canadian Organic Regime (COR) standard?
   See GMA Manual for COR livestock stocking rates.
   - ☐ N/A, I do not raise livestock.
   - ☐ Yes, all non-ruminant livestock meet the COR stocking rates.
   - ☐ No, all non-ruminant livestock do not meet the COR stocking rates. (*Prohibited for export to Canada*)
     List herds that do not meet COR stocking rates: _____

4) If you source plant products from suppliers, do you have supplier documentation that they were not produced with hydroponics or aeroponics?
   - ☐ N/A, I do not source plant products from suppliers.
   - ☐ N/A, I do not source annual crops or strawberries.
   - ☐ Yes, I have attached supplier documentation for all products at high-risk for hydroponics or aeroponics (e.g. certifier addendum showing equivalence or supplier attestation). *See www.ccof.org/canada for current list of high-risk crops. Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

5) If you source plant products from suppliers, do you have supplier documentation that they were not produced with sodium nitrate?
   - ☐ N/A, I do not plant products source from suppliers.
   - ☐ N/A, I do not source carrots, celery, broccoli, brussels sprouts, cabbage, cauliflower, collards, kale, kohlrabi, fresh tomatoes, lettuce, escarole, endive, spring mix, spinach, cabbage, kale, arugula, chard, grains grown for livestock feed in the Midwest United States, onions, potatoes, tobacco, or citrus from Southeast US.
   - ☐ Yes, I have attached supplier documentation for all products at high-risk for sodium nitrate (e.g. certifier addendum showing equivalence or supplier attestation). *See www.ccof.org/canada for current list of high-risk crops. Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

6) If you source livestock products from suppliers, how do you ensure that the livestock stocking rates set forth in the Canadian Standard were met?
   See GMA Manual for COR livestock stocking rates.
   - ☐ N/A, I do not source livestock products from suppliers.
   - ☐ N/A, I do not source eggs, poultry, pork or rabbit products.
   - ☐ I have attached supplier documentation for non-ruminant livestock ingredients (e.g. certifier addendum showing equivalence or supplier attestation). *Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

7) Do your export labels meet the Canada labeling requirements in the International Labeling Guide?
   - ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, my supplier applies the final product labels, and their certificate demonstrates Canada equivalence.
   - ☐ Product is unlabeled bulk (e.g. transported by railcar). Required information is included on railcar/container signage. *Attach an example.*
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the Canada export labels.
   - ☐ Other describe: _____

B. Exports to the EU, UK, or Switzerland - US/EU, US/UK, US/Switzerland Equivalences

☐ N/A, not requesting EU, UK, Switzerland verification

For exports to the EU, UK, or Switzerland – Review the TRACES COI Request Instructions. Shipments to the EU, Switzerland, and Northern Ireland must have an authorized Certificate of Inspection (COI) issued by CCOF prior to departure. Shipments are rejected if they leave the port of departure without an authorized COI.

Cosmetics are not covered by the equivalences; use of the EU seal is prohibited. Cosmetics are not regulated at the EU level, contact your importer or national authorities for country-specific requirements.

1) Does production or final processing occur in the United States?
   - ☐ Yes, I grow the products myself in the US.
   - ☐ Yes, I process the products myself in the US.
   - ☐ Yes, all my suppliers are located in the US and grow/process the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in the US. *(Prohibited for export to the EU, UK, or Switzerland) Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*
2) If you produce wine for export, complete the GMA Wine Approval Application in addition to this application.
   Wine must meet EU winemaking requirements.
   - ☐ N/A, I do not produce wine.
   - ☐ Attached.
3) Do your export labels meet the EU, UK, Swiss labeling requirements in the International Labeling Guide?
   - ☐ Yes, export labels attached. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, the supplier applies the final product labels and their certificate demonstrates EU, UK, or Swiss equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL), can be undeniably linked with the packaging, container or vehicular transport of the product, and includes information on the supplier or the transporter. *Attach an example.*
   - ☐ Other describe: _____

C. Exports to Japan - US/Japan Equivalence

☐ N/A, not requesting Japan verification

For exports to Japan – Non-food processed products, seaweed, and honey are not covered by the equivalence arrangement but may be sold as USDA NOP certified in Japan, reference to JAS is prohibited. Products containing honey (up to 5%) may be exported under the arrangement and bear the JAS Organic seal.

Products certified to the "Made with Organic" standard are not allowed to be exported to Japan (excluding wine).

Wine that is certified "Made with Organic Grapes" under USDA NOP must be labeled as "Organic" and display the JAS seal when exported under the US/Japan equivalence. Wine that is certified "Made with Organic Grapes" under USDA NOP and making "Made with Organic Grapes" label claims may be exported to Japan outside the US/Japan equivalence arrangement.

1) Does production or final processing occur in the United States?
   - ☐ Yes, I grow the products in the US.
   - ☐ Yes, I process the products in the US.
   - ☐ Yes, all my suppliers are located in the US and grow/process the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in the US. *(Prohibited for export to Japan) Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*
2) If you produce alcohol, is it both processed and packaged in the United States?
   - ☐ N/A, I do not produce alcohol.
   - ☐ Yes, alcohol is both processed and packaged in the US.
   - ☐ No, alcohol products are processed or packaged outside the US. *(Prohibited for export to Japan).*

3) If you produce wines certified as "Made with Organic Grapes" under USDA NOP, how will those wines be labeled for export to Japan?

- ☐ N/A, I do not produce wine certified as "Made with Organic Grapes" under USDA NOP.
- ☐ Exported labels display the JAS seal, make an "Organic Wine" claim, and remove the "Made with organic grapes" claim. I will request a TM-11 export certificate for shipments and work with a JAS certified importer. These wines will be exported under the US/Japan equivalence.
- ☐ Exported labels make the "Made with Organic Grapes" claim, will not display the JAS or USDA seal, and will not be represented as "Organic Wine". The labels may use a certifier logo, provided that it does not include an "Organic" claim. These wines will be exported outside the US/Japan equivalence.

  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. See the CCOF Labeling & Logos webpage to download a CCOF seal that does not include the term "Organic". Japan has granted a grace period until March 31, 2027, allowing continued use of certifier logos that include the term "organic".

4) How is the JAS seal applied to your labels?

Visit www.ccof.org/japan for more information.

- ☐ 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.*
- ☐ Other describe: _____

5) Do your labels meet the Japan labeling requirements in the International Labeling Guide?

- ☐ Yes, the importer in Japan applies a Japanese language label and has ensured that labels meet Japanese requirements. *CCOF does not review labels applied by your importer.*
- ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes). CCOF only reviews English, Spanish, and organic seals. Work with your importer to ensure compliance with all organic and food labeling requirements for Japan.*
- ☐ Yes, my supplier labels product and their organic certificate demonstrates Japan equivalence.
- ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
- ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL). *Attach an example.*
- ☐ Other describe: _____

D. Exports to South Korea - US/South Korea Equivalence

☐ N/A, not requesting South Korea verification

For exports to South Korea – Raw/unprocessed food and non-food products are excluded. Products certified as "Made with Organic" under USDA NOP are not allowed to be exported to Korea (excluding wine).

1) Are products planned for export considered "processed foods" as defined by Korean Food Code?

Consult your Korean importer or Korea's National Agricultural Products Quality Management Service (NAQS) if you have questions about whether your product qualifies as a "processed food." Raw or unprocessed products are not allowed to be exported to Korea under the terms of this equivalence. To export raw or unprocessed products, your operation requires direct certification to the Korean standard (not offered by CCOF).

Select all that apply.

- ☐ Yes, products have been transformed into an unrecognizable form *(e.g. grinding, milling, pureeing, juicing, powdering)*
- ☐ Yes, products have another food or additive added to them *(e.g. sugar, oil, seasonings, salt added as an ingredient)*
- ☐ No, products are not processed *(e.g. original form remains recognizable; no ingredient addition; no significant transformative processing). (Prohibited for export to Korea.)*

2) Does final processing (as defined in the Korean Food Code) occur in the United States?

- ☐ Yes, I process the products in the US.
- ☐ Yes, my suppliers process the products in the US.
- ☐ No, I do not process the products myself and some of my suppliers are not located in the US. *(Prohibited for export to Korea) Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

3) If you export wine certified as "Made with Organic" (MWO) under USDA NOP, how is it labeled?
USDA NOP "Made with Organic" wine that is processed using at least 95% organic ingredients and sulfur dioxide may be labeled "Made with Organic Grapes" or "Organic Wine" for export to Korea.

- ☐ N/A, I do not produce MWO wine.
- ☐ MWO Wine is labeled "Made with Organic Grapes" for export to Korea.
- ☐ MWO Wine is labeled "Organic Wine" for export to Korea. Master cases are marked "For Export Only".

4) Do your labels meet the Korea labeling requirements in the International Labeling Guide?

- ☐ Yes, the importer in Korea applies a Korean language label and has ensured that labels meet the Korea requirements. *CCOF does not review labels applied by your importer.*
- ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
- ☐ Yes, my supplier labels product and their organic certificate demonstrates Korea equivalence.
- ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
- ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL). *Attach an example.*
- ☐ Other describe: _____

E. Exports to Taiwan - US/Taiwan Equivalence

☐ N/A, not requesting Taiwan verification

For exports to Taiwan – Products certified as "Made with Organic" under USDA NOP are not allowed to be exported to Taiwan. Wine certified as "Made with Organic Grapes" under USDA NOP may not be exported to Taiwan.

Pure honey is excluded. Honey is allowed as an ingredient with no limit on percent content.

1) Does production or final processing occur in the United States?

- ☐ Yes, I grow the products myself in the US.
- ☐ Yes, I process the products myself in the US.
- ☐ Yes, all my suppliers are located in the US and grow/process the products.
- ☐ No, I do not grow/process the products myself and some of my suppliers are not located in the US. *(Prohibited for export to Taiwan). Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

2) Do your export labels meet the Taiwan labeling requirements in the International Labeling Guide?

- ☐ Yes, the importer in Taiwan applies a Traditional Chinese language label and has ensured that labels meet Taiwan requirements. *CCOF does not review labels applied by your importer.*
- ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
- ☐ Yes, my supplier labels product and their certificate demonstrates Taiwan equivalence.
- ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
- ☐ Other describe: _____

GMA Application – Operations in Mexico

Complete this addendum if your operation is located in Mexico. Operations in Mexico who are certified to the CCOF Mexico Compliance Program for certification to the Mexican organic standards (LPO) are eligible for exports to Canada under the Mexico/Canada equivalence arrangement. Operations in Mexico certified to the USDA NOP standards are eligible to export to Canada under the US/Canada equivalence arrangement.

☐ N/A, not located in Mexico

► Select the equivalence you want your products reviewed to and complete the relevant section below. You may choose one or both. You will be billed annually for each equivalence arrangement you select, see the CCOF Certification Services Program Manual.

- ☐ Mexico/Canada equivalence. *Complete section F. Transaction certificate required for every shipment. See www.ccof.org/export for information and fees.*
- ☐ US/Canada equivalence. Complete section G. Transaction certificates not required.

F. Export LPO Products from Mexico to Canada - Mexico/Canada Equivalence

Complete this section if you selected the Mexico/Canada equivalence above.

☐ N/A, not requesting Mexico/Canada verification

For exports of LPO products from Mexico to Canada – Livestock and products containing livestock-derived ingredients (e.g. meat, milk, eggs) are excluded from the equivalence arrangement.

1) Does production or final processing/packaging occur in Mexico?
   - ☐ Yes, I grow the products in Mexico.
   - ☐ Yes, I process and package the products in Mexico.
   - ☐ Yes, all my suppliers are located in Mexico and grow or process/package the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in Mexico. *(Prohibited for export to Canada) Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*
2) Do your export labels meet the Canada labeling requirements in the International Labeling Guide?
   - ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, my supplier applies the final product labels, and their certificate demonstrates Canada equivalence.
   - ☐ Product is unlabeled bulk (e.g. transported by railcar). Required information is included on railcar/container signage. *Attach an example.*
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the Canada export labels.
   - ☐ Other describe: _____

G. Export USDA NOP Products from Mexico to Canada - US/Canada Equivalence

Complete this section if you selected US/Canada equivalence above.

☐ N/A, not requesting US/Canada verification

For exports of USDA NOP products from Mexico to Canada – Pet food, personal care products, and natural health products are not covered by the equivalence arrangement but may be sold as USDA NOP certified in Canada. Reference to COR is prohibited.

1) If you grow crops, do you use hydroponic or aeroponic methods?
   - ☐ N/A, I do not grow crops.
   - ☐ No, I do not use hydroponic /aeroponic methods.
   - ☐ Yes, I use hydroponic/aeroponic methods. (*Prohibited for export to Canada*)

     List crops and/or parcels with hydroponic or aeroponic production. _____
2) If you grow crops, do you use sodium (Chilean) nitrate?
   - ☐ N/A, I do not grow crops.
   - ☐ No, I do not use sodium nitrate.
   - ☐ Yes, I use sodium nitrate. *(Prohibited for export to Canada)*

     List crops and/or parcels where sodium nitrate is used: _____

3) If you source plant products from suppliers, do you have supplier documentation that they were not produced with hydroponics or aeroponics?

☐ N/A, I do not source plant products from suppliers.

☐ N/A, I do not source annual crops or strawberries.

☐ Yes, I have attached supplier documentation for all products at high-risk for hydroponics or aeroponics (e.g. certifier addendum showing equivalence or supplier attestation). *See www.ccof.org/canada for current list of high-risk crops. Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

4) If you source plant products from suppliers, do you have supplier documentation that they were not produced with sodium nitrate?

☐ N/A, I do not plant products source from suppliers.

☐ N/A, I do not source carrots, celery, broccoli, brussels sprouts, cabbage, cauliflower, collards, kale, kohlrabi, fresh tomatoes, lettuce, escarole, endive, spring mix, spinach, cabbage, kale, arugula, chard, grains grown for livestock feed in the Midwest United States, onions, potatoes, tobacco, or citrus from Southeast US.

☐ Yes, I have attached supplier documentation for all products at high-risk for sodium nitrate (e.g. certifier addendum showing equivalence or supplier attestation). *See www.ccof.org/canada for current list of high-risk crops. Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

5) If you source livestock products from suppliers, how do you ensure that the livestock stocking rates set forth in the Canadian Standard were met?
See GMA Manual for COR livestock stocking rates.

☐ N/A, I do not source livestock products from suppliers.

☐ N/A I do not source eggs, poultry, pork or rabbit products.

☐ I have attached supplier documentation for non-ruminant livestock ingredients (e.g. certifier addendum showing equivalence or supplier attestation). *Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

6) Do your export labels meet the Canada labeling requirements in the International Labeling Guide?

☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*

☐ Yes, my supplier applies the final product labels, and their certificate demonstrates Canada equivalence.

☐ Product is unlabeled bulk (e.g. transported by railcar). Required information is included on railcar/container signage. *Attach an example.*

☐ N/A, I do not export; products are sold to downstream buyers who apply the Canada export labels.

☐ Other describe: _____

GMA Application – Operations in Canada

Complete this addendum if your operation is located in Canada. You will be billed annually for each market you select, see the CCOF Certification Services Program Manual.

☐ N/A, not located in Canada

► Select markets for GMA enrollment and complete corresponding sections below:

☐ European Union ☐ Japan ☐ Korea ☐ Mexico ☐ Switzerland ☐ Taiwan ☐ United Kingdom ☐ United States

H. Exports from Canada to the US - COR/US Equivalence

☐ N/A, not requesting US verification

1) For products containing livestock derived ingredients (e.g. meat, milk, eggs), how do you ensure that livestock were not treated with antibiotics?
   - ☐ Products do not contain livestock derived ingredients.
   - ☐ Supplier's certifier has provided verification (e.g. certifier addendum showing equivalence). *Attach. Indicate compliant suppliers on your H2.0A COR supplier list.*
2) How do you ensure that ingredients certified to the Mexican organic standard are not used in products exported to the US?

   Mexican organic products certified to the Mexican organic standard and imported to Canada cannot be re-exported to the US or used as ingredients in products destined for the US market under the US/Canada Organic Equivalency Arrangement.
   - ☐ None of my ingredients are certified to the Mexican organic standard.
   - ☐ Mexican certified ingredients are clearly marked in inventory and are not used in products exported to US.
   - ☐ Other describe: _____
3) Do your labels meet the US requirements in the Organic Labeling Guidelines?
   - ☐ Yes, export labels attached. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, the supplier applies the final product labels and their certificate demonstrates US equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Other describe: _____

I. Exports from Canada to the EU, UK, or Switzerland - COR/EU, COR/UK, COR/Switzerland Equivalences

☐ N/A, not requesting EU, UK, or Switzerland verification

For exports from Canada to the EU, UK, or Switzerland – Review the TRACES COI Request Instructions. Shipments to the EU, Switzerland, and Northern Ireland must have an authorized Certificate of Inspection (COI) issued by CCOF prior to departure. Shipments are rejected if they leave the port of departure without an authorized COI.

1) Does production or final processing occur in Canada?
   - ☐ Yes, I process the products myself in Canada.
   - ☐ Yes, all my suppliers are located in Canada and grow/process the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in Canada. *(Prohibited for export to the EU, UK, or Switzerland) Indicate compliant suppliers on your H2.0A COR supplier list.*
2) Do your export labels meet the EU, UK, Swiss labeling requirements in the International Labeling Guide?
   - ☐ Yes, export labels attached. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, the supplier applies the final product labels and their certificate demonstrates EU, UK, or Swiss equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL), can be undeniably linked with the packaging, container or vehicular transport of the product, and includes information on the supplier or the transporter. *Attach an example.*
   - ☐ Other describe: _____

J. Exports from Canada to Japan - COR/Japan Equivalence

☐ N/A, not requesting Japan verification

For exports from Canada to Japan – Seaweed, honey, and animal feed are not covered by the equivalency but may be sold as COR certified in Japan. The JAS seal is prohibited. A TM-11 transaction certificate is required for animal feed.

1) Does production or final processing occur in Canada?
   - ☐ Yes, I process the products in Canada.
   - ☐ Yes, my supplier is located in Canada and grows/processes the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in Canada. *(Prohibited for export to Japan) Indicate compliant suppliers on your H2.0A COR supplier list.*
2) For products exported to Japan, how is the JAS seal applied?
   Visit www.ccof.org/japan for more information.
   - ☐ 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.*
   - ☐ Other describe: _____
3) Do your labels meet the Japan labeling requirements in the International Labeling Guide?
   - ☐ Yes, the importer in Japan applies a Japanese language label and has ensured that labels meet Japanese requirements. *CCOF does not review labels applied by your importer.*
   - ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, my supplier labels product and their organic certificate demonstrates Japan equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL). *Attach an example.*
   - ☐ Other describe: _____

K. Exports from Canada to South Korea - COR/South Korea Equivalence

☐ N/A, not requesting South Korea verification

For exports to South Korea – Raw/unprocessed food and non-food products are excluded.

1) Are products planned for export considered "processed foods" as defined by Korean Food Code?
   Consult your Korean importer or Korea's National Agricultural Products Quality Management Service (NAQS) if you have questions about whether your product qualifies as a "processed food." Raw or unprocessed products are not allowed to be exported to Korea under the terms of this equivalence. To export these products, your operation requires direct certification to the Korean standard.
   - ☐ Yes, products have been transformed into an unrecognizable form *(e.g. grinding, milling, pureeing, juicing, powdering)*
   - ☐ Yes, products have another food or additive added to them *(e.g. sugar, oil, seasonings, salt added as an ingredient)*
   - ☐ No, products are not processed *(e.g. the original form remains recognizable; no ingredient addition; no significant transformative processing) (Prohibited for export to Korea)*
2) Does final processing (as defined in the Korean Food Code) occur in Canada?
   - ☐ Yes, I process the products in Canada.
   - ☐ Yes, my supplier processes the products in Canada.
   - ☐ No, I do not process the products myself and some of my suppliers are not located in Canada. *(Prohibited for export to Korea) Indicate compliant suppliers on your H2.0A COR supplier list.*
3) Do you have supplier documentation that ingredients derived from agricultural products were not produced with growth regulators?
   - ☐ Yes, I have attached supplier's certifier verification that ingredients derived from agricultural products are compliant with the terms of the COR/Korea equivalence arrangement. *Indicate compliant suppliers on your H2.0A COR supplier list.*
   - ☐ No, products without supplier documentation will not be exported to Korea.
4) Are beekeeping products free from paraffin (e.g. honey, beeswax)?
   - ☐ N/A, exported product does not contain beekeeping products.
   - ☐ Yes, I have attached supplier's certifier verification that beekeeping ingredients are compliant with the terms of the Canada/Korea equivalence arrangement. *Indicate compliant suppliers on your H2.0A COR supplier list.*
   - ☐ No, beekeeping products are not free from paraffin. *(Prohibited for export to Korea)*

5) Do your labels meet the Korea labeling requirements in the International Labeling Guide?
   - ☐ Yes, the importer in Korea applies a Korean language label and has ensured that labels meet the Korea requirements. *CCOF does not review labels applied by your importer.*
   - ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, my supplier labels product and their organic certificate demonstrates Korea equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL). *Attach an example.*
   - ☐ Other describe: _____

L. Exports from Canada to Mexico - COR/Mexico Equivalence

☐ N/A, not requesting Mexico verification

1) Does production or final processing and packaging occur in Canada?
   - ☐ Yes, I process the products in Canada.
   - ☐ Yes, my supplier is located in Canada and grows/processes the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in Canada. *(Prohibited for export to Mexico) Indicate compliant suppliers on your H2.0A COR supplier list.*
2) Do your labels meet the Mexico requirements in the International Labeling Guide?
   - ☐ Yes, export labels attached. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, my supplier labels product and their organic certificate demonstrates Mexico equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL). *Attach an example.*
   - ☐ Other describe: _____

M. Exports from Canada to Taiwan - COR/Taiwan Equivalence

☐ N/A, not requesting Taiwan verification

For exports from Canada to Taiwan – Pure honey is excluded. Organic honey is allowed as an ingredient with no limit on percent content.

1) Does production or final processing occur in Canada?
   - ☐ Yes, I process the products myself in Canada.
   - ☐ Yes, all my suppliers are located in Canada and grow/process the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in Canada. *(Prohibited for export to Taiwan) Indicate compliant suppliers on your H2.0A COR supplier list.*
2) Do your export labels meet the Taiwan labeling requirements in the International Labeling Guide?
   - ☐ Yes, the importer in Taiwan applies a Traditional Chinese language label and has ensured that labels meet Taiwan requirements. *CCOF does not review labels applied by your importer.*
   - ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, my supplier labels product and their certificate demonstrates Taiwan equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Other describe: _____