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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T: (831) 423-2263 | F: (831) 423-4528 | ccof@ccof.org

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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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

ccof@ccof.org www.ccof.org (831) 423-2263 (831) 423-8528

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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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 RETAIL ESTABLISHMENT OSP FORMS

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

► If your activities change in the future you may need to either complete additional OSP forms or retire OSP forms.

If you do this (more than one may apply)**:**	**Fill out these forms:**
1) Apply for CCOF organic retail or restaurant certification.	• CCOF Certification Contract • R2.0 Retail Establishment Areas and Products • R2.3 Retail Establishment Locations • R4.0 Retail Establishment Organic Practices • Handler Materials Application (OSP Materials List) • R5.0 Record Keeping for Retail Establishments • Organic Fraud Prevention Plan • Organic product labels, menus, signs.
2) Purchase organic products. List all suppliers, including distribution centers, importers, distributors, growers, etc..	• H2.0A Ingredient Suppliers (for each retail area or product included in organic certification)
3) Use nonorganic processing aids, packaging aids, sanitizers, or other additives in or on organic products (e.g. salt, baking soda, fruit wash).	• Handler Materials Application (OSP Materials List) • Nonorganic Processing Material Affidavit (for each nonorganic material not previously approved by CCOF, except flavors) • Natural Flavor Affidavit (for each nonorganic flavor)
4) Source organic products from an uncertified broker, trader, wholesaler, or distributor.	• Exempt Handler Affidavit – for each uncertified supplier (CCOF will determine if certification is required)
5) Use an uncertified storage facility to store organic product in sealed, tamper-evident packaging.	• Exempt Handler Affidavit (for each uncertified facility)
6) I am a private label brand owner; I contract other independently certified facilities to produce or label organic product.	• Guide to Handler OSP Forms Complete applicable forms as directed
7) I am the importer of record for organic products.	• Guide to Handler OSP Forms • Complete applicable forms as directed
8) Process, repack, or label organic products (for my own brand or for private label brands) at a facility I own or lease AND SELL WHOLESALE. Apply for certification as a handler.	• Guide to Handler OSP Forms Complete applicable forms as directed

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Operation Name: _____ **Date:** _____

► Complete this form if you make certified organic claims for items sold at a retail establishment.

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

► Where practices differ across departments or locations, provide descriptions that reflect every possible practice.

A. Certified Organic Retail Areas

1) Indicate all retail departments and prepared foods areas that are seeking organic certification.

☐ Produce ☐ Bulk ☐ Meat and Poultry ☐ Grocery ☐ Bakery (finish baked only) ☐ Coffee Bar ☐ Salad Bar
☐ Specialty & Gourmet Foods (e.g. cheese, olive bar) ☐ In-store Prepared Foods ☐ Juice/Smoothie Bar
☐ Full-Service Bakery (in-store baked products) ☐ Full-Service Restaurant ☐ Food Truck ☐ Concession stand
☐ Other: _____

B. Organic Claims, Labels, Menus, and Signs

1) Which statement best describes your organic claim to customers? If claims differ across retail areas, attach a description of organic claims by specific area. ☐ Description attached.

☐ **All items and/or processed products in the Retail Areas indicated above in section A1 are organic.**
☐ **Select items and/or processed products in the Retail Areas indicated above in section A1 are organic.** Labels, menus, and signs must clearly distinguish between organic and nonorganic items.

2) Attach all labels, menus, and signs with any reference to organic.

- If you use a template for labels, menu boards or other signage, submit an example of each unique template with a description of what information changes.
- If you offer both organic and nonorganic items in your retail establishment, submit an example of organic display signs vs. nonorganic display signs, as well as organic menu items vs. nonorganic menu items.

*Organic labeling guidelines including international labeling are available at www.ccof.org/labeling. Submit all revisions to CCOF for pre-approval prior to printing or using new labels. Pay particular attention to **Organic Claims on Websites and Other Marketing guidelines**.*

☐ Attached

3) Attach an image (or images) to describe how the "Certified Organic by CCOF" statement is displayed within your retail space beyond product labeling (e.g. on menu board, store signage).

☐ Attached

4) How do you promote your organic products and your organic status as a certified organic retail establishment?

☐ Shelf Talkers ☐ Table Tents ☐ Website ☐ Social Media ☐ Virtual ads ☐ Food Truck ☐ Mailers
☐ Other (describe): _____

C. Products and Formulas

1) Do you offer organic and nonorganic versions of the same item (twin-lined) anywhere within your retail establishment?

☐ No, no twin-lined items. **Skip to question C2.**
☐ Yes

a) If yes, are any twin-lined items processed in store (ex. cut fruit, guacamole, pasta salad, rotisserie chicken)?

☐ No, twin-lined items are not processed in store. **Skip to question C2.**
☐ Yes, twin-lined items are processed in store.

i. If yes, list twin-lined items or attach a list.

☐ List attached
☐ Twin-lined items processed in store:

_____

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2) Do you process organic products in store?
   - *Examples of activities that ARE NOT considered processing: removing produce from shipping boxes, washing and transferring produce to display cases, opening bags of dry goods and transferring contents to bulk food dispensers.*
   - *Examples of activities that ARE considered processing: cooking, baking, curing, heating, drying, mixing, grinding, churning, separating, extracting, cutting, fermenting, preserving, dehydrating, freezing, chilling, relabeling, repackaging, or otherwise enclosing food in a container.*

   ☐ Not applicable, no processing. **Skip to section D.**

   ☐ Yes, I process. Complete question below.

3) Complete table or attach a separate spreadsheet to describe the types of processed organic products (ex: value-added produce, coffee drinks, rotisserie, breakfast items).

   ☐ Spreadsheet attached

Product Category
Ex: Smoothies, Pre-packed bulk items

4) Attach examples of processed organic product item display/packaging.

   ☐ Attached

5) If you make multi-ingredient organic products in store, do any contain nonorganic ingredients other than salt or water? Product recipes and changes to recipes must be pre-approved by CCOF as eligibility for organic claims could be impacted.

   ☐ Yes. Additional information will be required including recipes (formulas) and commercial availability.

   ☐ No, all ingredients are organic.

   ☐ N/A, no multi-ingredient products

D. Shortages and Substitutions

1) Describe how you monitor and manage nonorganic ingredient substitutions when there is not enough organic product available to cover organic needs. Your description must indicate how staff and customers are notified when a nonorganic ingredient substitution is used, and must specify what situations warrent nonorganic ingredient substitutions.
   Nonorganic ingredients may be substituted for organic only if organic claims are removed.

   ☐ Shortage and substitution policy, and relevant internal documents attached.

   ☐ N/A. Nonorganic ingredients never substituted for organic. **Skip to section E.**

2) Attach image(s) demonstrating how your shortage and substitution policy is made clear to your customers at physical and virtual points of purchase. ☐ Attached

3) Attach image(s) demonstrating how you notify customers when a nonorganic ingredient substitution is used. ☐ Attached

4) Describe how nonorganic ingredient substitutions are documented.

   ☐ Maintain substitution logs including ingredient, reason for substitution, date of purchase, quantity, and verification that staff and customers were notified.

   ☐ Other (describe): _____

E. Storage Facilities

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

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

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

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

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

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- ► Complete this form if you operate a retail establishment.
- ► Once certified, your CCOF Client Profile lists your locations, available on www.www.MyCCOF.org.org.

A. General Information

1) Retail establishment type:

☐ Retail Store ☐ Regional or national retail chain ☐ Food Truck / Farmers Market vendor
☐ Restaurant ☐ Regional or national restaurant chain ☐ Hotel restaurant / in room dining
☐ Stadium concession stand ☐ School or Business cafeteria ☐ Airport dining ☐ Catering services
☐ Other: _____

2) Describe your expansion plans for the next 1-5 years:

_____

List each retail location below. If you have more than 5 locations or anticipate growing beyond 5 locations, submit a separate spreadsheet with all requested information. Be prepared to update the spreadsheet to communicate additional locations and existing changes. *You are responsible for notifying CCOF at least 2 months in advance of new location opening to allow for adequate review and inspection scheduling. Add location fee will apply per **CCOF Certification Services Program Manual**.*

☐ Locations spreadsheet attached

Location Number / Code	Location Name	Street Address	City	State	Zip	Projected Open Date

B. Organizational Structure

If your operation only has one location, skip to section C.

1) Attach a copy of your operations manual. Highlight areas that address organic integrity.
☐ Attached

2) Attach agreements made between central headquarters and individual locations that are managed outside your organization's direct control (i.e. franchise locations, sports stadiums, airports). Highlight areas that address organic integrity.
☐ Not applicable. Do not operate as a franchise or sell organic products within a separately managed retail space.
☐ Attached

3) Attach a description of how your company is structured (central headquarters, franchises, regional offices, company owned stores, independently managed stores, etc.). Include your personnel and management structure (teams, management, etc.).
☐ Attached

4) Indicate which functions or decisions are managed centrally, regionally, locally, or any combination of those three:

Organic System Plan	☐ Centrally	☐ Regionally	☐ Locally	☐ Other: _____
Organic supplier approval	☐ Centrally	☐ Regionally	☐ Locally	☐ Other: _____
Organic ingredient purchasing	☐ Centrally	☐ Regionally	☐ Locally	☐ Other: _____
Marketing, signage, display & labeling	☐ Centrally	☐ Regionally	☐ Locally	☐ Other: _____
New organic product development	☐ Centrally	☐ Regionally	☐ Locally	☐ Other: _____
Sanitation procedures & materials	☐ Centrally	☐ Regionally	☐ Locally	☐ Other: _____
Pest control contractors & materials	☐ Centrally	☐ Regionally	☐ Locally	☐ Other: _____
Staff training	☐ Centrally	☐ Regionally	☐ Locally	☐ Other: _____

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5) When individual locations make independent decisions about organic products, how are those decisions made and communicated (e.g. notification of regional management, internal audits where system are unique, etc.)? For example: if a store decides to launch a new organic product line, how is that communicated internally and to CCOF? ***CCOF needs to preapprove changes to your organic program.***

C. Employee Training

Your training program should include proper sanitation, pest control, record keeping, handling, and labeling of organic products to prevent potential contamination and commingling. *Be prepared to demonstrate employee understanding of organic practices at inspections. Training records may be requested at inspection.*

1) Attach a copy of your employee training program.
   ☐ Attached
2) How and when do you train individual locations or employees on organic compliance procedures and policies?

3) How do you monitor whether procedures and policies are successful? *CCOF may request to view monitoring checklists.*
   ☐ Third party service provider
   ☐ Internal QA team
   ☐ Other (describe):

4) How do you ensure employees are provided **ongoing** access to organic practices, procedures, and updates?
   ☐ Internal communication website/portal
   ☐ Other (describe):

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Operation Name: _____ **Date:** _____

- ► As you complete this form, consider value-added processing, cut and wrap, labeling, relabeling, prepacking, repackaging, meal-preparation, and self-serve stations, as well as product display systems (ex. cold case, wet rack, hot bar, counter/table) and storage practices.
- ► You must prevent commingling (mixing) of organic with nonorganic and prevent contamination of organic products with prohibited materials. Commingling and contamination must be prevented the entire time product is under your control, including during transport, receiving, storage, handling, processing, and shipping.
- ► You must prevent contamination of organic products with materials used to clean your facility and equipment or used as pest control in your facility.
- ► Where practices differ across departments or locations, provide descriptions that reflect every possible practice.

A. Receiving

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

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

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

☐ No additional handling

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

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

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

☐ Other handling (describe): _____

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

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

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

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

☐ Other (describe): _____

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

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

☐ Not applicable, I only source certified organic products

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

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

☐ Other (describe): _____

4) Describe your receiving practices and the records maintained to verify organic status of incoming ingredients. Include the steps followed by receiving staff in instances when non-organic is received in place of an organic order.

Receiving practices must prevent the accidental use of nonorganic ingredients.

_____

5) Describe your quarantine procedure for products received that appear contaminated or whose organic status is unknown.

_____

B. Storage, Processing & Packaging

Storage, processing, and packaging practices and materials (ex: cardboard boxes, crates) and equipment (ex: carts, trays, bins, lugs) used for display, transport, or storage must not allow for commingling or contamination of organic products.

1) Is this retail establishment:

☐ Organic only. **Skip to question 4.** ☐ Organic and nonorganic

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2) How do you ensure that organic products are not commingled (mixed) with nonorganic products during processing and storage? Be sure to consider preparation, repacking, equipment, and display surfaces. Select all that apply:

- ☐ Organic produced prior to nonorganic
- ☐ Equipment is purged prior to organic production (ex: nut grinder, coffee roaster)
- ☐ Clean liners used for organic (ex: baking racks)
- ☐ Surfaces and equipment are cleaned prior to organic production and display
- ☐ Distinguishably dedicated organic production areas or equipment (ex: labeled or color coded)
- ☐ All products sealed and labeled as organic
- ☐ Only organic packaging materials are re-used for organic products
- ☐ Organic stored above nonorganic
- ☐ Distinguishably dedicated organic storage areas (ex: labeled or color coded)
- ☐ Other (describe): _____

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

4) For products you repack or process on-site, are your packaging materials free of prohibited materials (ex: fungicides, preservatives, fumigants)? Contact packaging manufacturer if you are unsure.

☐ Yes ☐ Not applicable, not purchasing packaging

5) For products you repack or process on-site, do you use "active packaging" that emits or releases chemicals into your organic repacked or processed products, e.g. ethylene scavengers, antimicrobial, or antioxidants? *This type of packaging is likely prohibited because active agents migrate into the organic product.*

☐ No ☐ Not applicable, not purchasing packaging ☐ Yes. Provide complete packaging information.

6) How do you ensure that packaging materials and equipment used for display, transport, or storage do not contaminate organic products?

- ☐ Not applicable, all organic
- ☐ Only organic packaging materials are re-used for organic products and ingredients
- ☐ Nonorganic packaging materials are marked for nonorganic use only
- ☐ Packaging materials and equipment cleaned prior to using for display, transport, or storage of organic products and ingredients.
- ☐ Distinguishably dedicated organic containers and equipment used for transferring organic and nonorganic products (ex: labeled or color coded)
- ☐ Other (describe): _____

C. Product Display

Consider all display systems including cold case, wet rack, hot bar, counter, table, etc.

1) Does your retail establishment use display tables, cases, or counters to hold organic items for customer selection?

- ☐ No. **Skip to section D.**
- ☐ Yes.

2) How do you prevent contact between organic and nonorganic products on display? Select all that apply:

- ☐ Not applicable, all products are organic
- ☐ Organic and nonorganic products are displayed in separate cases or display areas
- ☐ Organic and/or nonorganic products are wrapped and otherwise packaged
- ☐ Organic products are displayed above nonorganic products. Essential for wet racks (misters) and other wet display systems where products above often drip onto products below.
- ☐ Physical dividers, shelf liners, or containers are used to separate organic and nonorganic products. *Must be cleaned between use for organic and nonorganic products*
- ☐ Organic parsley, organic kale, or other organic display produce are used between organic and nonorganic products
- ☐ Dedicated organic shelf liners or containers
- ☐ Other (describe): _____

3) How do you prevent accidental commingling of organic and nonorganic products by customers? Select all that apply:
- ☐ Not applicable, all products are organic OR no customer contact
- ☐ Do not display organic and nonorganic versions of the same product.
- ☐ Organic and nonorganic products are displayed in separate cases or display areas
- ☐ Provide distinguishably dedicated organic scoops or tongs in display area (ex: labeled or color coded)
- ☐ Other (describe): _____

4) How do you address customer commingling of organic and nonorganic products? Select all that apply:
- ☐ Not applicable, all products are organic OR no customer contact
- ☐ Regular surveys by store personnel to look for customer commingling
- ☐ Organic product in contact with nonorganic product is immediately removed from display and discarded
- ☐ Organic product in contact with nonorganic product is immediately removed from display and sold as nonorganic
- ☐ Other (describe): _____

5) Where commingling between organic and nonorganic is unavoidable due to customer handling (ex: shared grinders, scoops, salad bar), how are customers made aware of the risk to organic integrity?
- ☐ Not applicable, no shared equipment OR no customer contact
- ☐ Signs or labels inform consumers that organic status is lost when processed on shared (organic and nonorganic) equipment. *Submit sample to CCOF for review.*
- ☐ Other (describe): _____

D. Water and Water Additives

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

1) Is water used as an ingredient or do you use water to wash organic products?
☐ No. **Skip to question E4.** ☐ Yes. Complete this section.

2) If you treat water on-site (ex: Reverse Osmosis, UV, carbon filtration, water softeners, pH adjustment), does treated water meet Safe Drinking Water Act Standards? Contact treatment manufacturer if you are unsure.
- ☐ Yes. *CCOF may request documentation that treated water meets Safe Drinking Water Act standards.*
- ☐ Not applicable, water is not treated.

3) For water used to wash organic products, do you add any materials to the water, ex: peracetic acid, hydrogen peroxide, chlorine?
- ☐ No, no materials added to wash water. **Skip to question E4.**
- ☐ Yes. List materials on your **Handler Materials Application (OSP Materials List)**.

a) Do you add chlorine to water that directly contacts organic products?
☐ No ☐ Yes. Attach records or SOP used for monitoring chlorine. Records or SOP will be verified by your inspector.

i. If yes, do products undergo a final fresh water rinse?
Residual chlorine levels in water at last point of contact must not exceed the maximum residual disinfectant limit under the Safe Drinking Water Act (SDWA).
☐ Yes ☐ No, chlorine never added to water above SDWA limits

4) If you use steam, does steam contact organic products or interior of packaging?
☐ No. **Skip to section F**. ☐ Yes

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

_____

b) If yes, and boiler chemicals are used, list materials on your **Handler Materials Application (OSP Materials List)**.
☐ Attached ☐ Not applicable, no boiler chemicals used

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

_____

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E. Equipment Cleaning and Sanitation

Retail establishment staff must be prepared to describe cleaning and sanitation procedures at inspection.

1) Indicate below all cleaning and sanitation practices of equipment and surfaces that contact organic products during **receiving, handling, processing, transport, storage, repacking, packaging, or display** (ex: carts, lugs, RPCs, containers, Hobart, tongs, shelf liners, dividers, bulk bins, scoops, scales). Include equipment cleaning and sanitization that happens before organic processing. You may provide this information as an attachment (ex: operations manual or SSOP for organic): ☐ Attached

☐ Dishwasher with high heat sanitation

☐ Dishwasher with material sanitation or rinse aid

☐ Handwash equipment/surfaces with hot water

☐ Handwash equipment/surfaces with material sanitation

☐ Periodic cleaning of dedicated organic equipment (ex: shelf liner, nut butter grinder, bulk bin or liquid dispenser)

☐ Purge*. Be prepared to describe purge procedure at inspection, including the product and quantity purged how you determined this quantity was sufficient, where purged product goes, and how the purge is documented.

**Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned, ex. coffee roaster). Review equipment manuals for recommended purge quantities.*

☐ Other (describe): _____

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

_____

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

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

☐ Air dry or rinse of alcohol sanitizers

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

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

☐ Other testing: _____

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

_____

F. Facility Pest Management & Monitoring

1) Which of the following management practices do you use to **prevent** pests? You must use at least one:

☐ Remove pest habitat, food sources, and breeding areas

☐ Prevent access to handling facilities

☐ Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)

☐ Other (describe): _____

2) Which of the following practices do you use to **control** pests in organic production and storage areas?

☐ Not applicable, none used

☐ Mechanical or physical controls, including traps, light, or sound

☐ Pheromones, lures, and/or repellents using nonsynthetic or synthetic substances consistent with the National List. If used in organic production and storage areas, list these on your **Handler Materials Application (OSP Materials List)**.

3) Are the measures listed above sufficient to prevent or control pests?

☐ Yes ☐ No ☐ Not applicable, none used

a) If no, list pest control materials **from the National List** that you apply in organic production and storage areas on your **Handler Materials Application (OSP Materials List)**. ☐ Attached

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

4) Are National List materials sufficient to prevent or control pests in organic production and storage areas?

☐ Yes ☐ Not applicable, none used ☐ No, other pest control materials needed

5) If you plan to use non-National List pest control materials, describe why the preventative practices, mechanical or physical controls, and National List materials are not effective to prevent or control pests at your facility. List pest control materials **not on the National list** that you apply in organic production and storage areas on your **Handler Materials Application (OSP Materials List)**.

☐ Letter of justification attached, see **example** on CCOF website ☐ Not applicable, no non-National List materials used

6) How do you prevent pest control materials applied via fumigation, fogging, and/or spray from contaminating organic products, ingredients, and packaging materials? Select all that apply.

You must protect organic production areas, products, and packaging from contamination from all facility pest control materials.

☐ Not applicable, no fumigation, fog, or spray used

☐ Remove organic product and packaging from areas to be treated

☐ Cover equipment used for organic handling during treatment

☐ Other (describe): _____

7) After fumigation, fogging or spray, how do you ensure pest control materials are removed from any equipment present during fumigation or fogging? Select all that apply.

You must protect organic products from contamination from all facility pest control materials.

☐ Not applicable, no fumigation, fogging, or spraying

☐ Not applicable, no equipment present during fumigation/fogging

☐ Wash and rinse organic contact surfaces after treatment

☐ Purge equipment with nonorganic product after treatment (describe):

☐ Other (describe): _____

8) How do you record pest control material use and measures taken to protect organic products or packaging? Select all that apply.

You must document pest control activities and protection of organic.

☐ Pesticide Use Log ☐ Log describing removal/reentry of products and packaging ☐ Purge log

☐ Other (describe): _____

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

► Complete a separate **R5.0 Record Keeping for Retail Establishments** form for each department or area when different record keeping systems are used.

Department or area covered by this plan:

A. Location of Supplier Certificates

*Location where all organic SUPPLIER certificates can be reviewed during inspection. Separate inspection of this location may be required. If identical to the physical location address provided on your **CCOF Certification Contract**, skip to section B.*

☐ Identical to physical location address on contract.

Location type: ☐ Corporate office ☐ Regional office ☐ Store office ☐ Internal portal ☐ Other: _____

Address: _____

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

Contact(name/title): _____

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

B. Tracking Organic Products

1) Describe or attach a diagram of how your audit trail trace-back system tracks ingredients and finished products from the last certified operation, through transport, storage, inbound receiving, display, production or packing for eventual sale to customer.

Documentation maintained for other programs such as food safety, allergen prevention, product recall, animal welfare grading, etc. may be used as part of your organic trace-back system.

☐ Description or diagram attached

Audit trail systems include the following elements:

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

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

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

- Documents from exempt, uncertified handlers must identify (link back to) the last certified operation in the supply chain
- Documents generated by the last certified operation proving purchase, delivery, and/or transfer to the uncertified handler must be included for each shipment.
- Your receiving procedures must include verification and documentation of the last certified operation.
- If product passes through multiple uncertified handlers in sequence, documents must trace through all uncertified handlers back to the last certified handler.

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

- All audit trail records and documents must identify products and ingredients as "100% Organic", "Organic", "Made with Organic…" or easily understood abbreviation or acronym, e.g. 100% OG, Org, MWO.
- Documents must identify (link back to) the last certified operation in the supply chain that handled the organic product.
- Product label must link to documentation via lot number, shipping identification, or other unique identification printed on the label.
- Documentation must be sufficient to determine the source, transfer of ownership, and transportation of the organic product.

3) **In/out mass balance** – Describe the records and system you use to verify sufficient quantity received to meet display needs and/or to produce a finished product batch. You may attach sample documents to illustrate, e.g. monthly log of beginning and ending

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inventory. Describe any abbreviations or acronyms used in your records to indicate that products are organic. Links may be established via "Sell by" dates on relabeled products or packing slips based on "first in first out".

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

C. Lot Numbering and In/out Mass Balance for Processed / Repacked Products

1) Describe your lot numbering system for finished processed / repacked products or attach a description. If you do not process / repack products, skip to section D. ☐ Description attached ☐ Do no process / repack products.

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

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

Lot Number: _____

Code						
Signifies						

D. Supply Chain Overview & Fraud Prevention

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

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

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

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

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

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

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

☐ I am enrolled in OTA's **Fraud Prevention Solutions** program (optional third-party program), my Fraud Prevention Plan is attached.

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

Operation Name: _____ **Date:** _____

- **Submit this form with your initial application** to describe nonorganic products or materials you plan to use. *Private label or brand owners who do not process products are not required to submit this form; send information about nonorganic materials to your certified co-packer.*
- CCOF will review all materials listed and provide you with a copy of your OSP Materials List listing approved materials.
- To add or remove materials after your initial application, update your OSP Materials List directly on MyCCOF.org or submit this form. CCOF may require additional information regarding materials you include on this form.

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

A. Nonorganic Processing Aids

- **List all nonorganic materials that directly contact organic products** (examples: gases, processing/packaging aids, fining agents, acids, filtration aids, wash water additives).
- Include specific product brand name, function, and manufacturer information.
- For each nonorganic material not previously approved by CCOF, submit a **Nonorganic Processing Material Affidavit** or **Natural Flavor Affidavit**. Search for approved materials on MyCCOF.org.

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

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

B. Equipment Sanitizers and Detergents/Cleaners

- ► Indicate materials used to clean and sanitize equipment and surfaces that organic products contact during receiving, handling, processing, transport, or storage, including grading or sampling equipment.
- ► Materials used in areas outside of organic handling do not need to be disclosed, such as employee hand sanitizers, foot baths, bathroom cleaners, or drain cleaners.
- ► If you are unsure which material category your cleaning and sanitation chemicals fall under, submit your material label(s) to CCOF and we will determine which category applies.

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

C. Boiler Chemicals

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

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

D. Facility Pest Control Materials – National List

- National List Pest Control Materials may be used only if preventative practices and mechanical/physical controls are not sufficient to prevent or control pests.
- Only list materials that are used in organic production and/or organic storage areas.
- If you are unsure which material category your pest control chemicals fall under, submit your material label(s) to CCOF and we will determine which category applies.

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

E. Facility Pest Control Materials – Non-National List

- Non-National List Pest Control Materials may be used only if preventative practices, mechanical/physical controls, and National List materials are not sufficient to prevent or control pests. Justification for the use of non-National List Materials must be provided.
- Only list materials that are used in organic production and/or organic storage areas.
- Any pest control material that does not fit into one of the categories in table D above is considered a Non-National List material.
- If you are unsure which material category your pest control chemicals fall under, submit your material label(s) to CCOF and we will determine which category applies.

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

Operation Name: _____ **Date:** _____

- List all suppliers and ingredients used in organic products, including "work in process" ingredients made in house in the table on the next page.
  1. Attach organic certificates for all certified suppliers. ☐ Certificates attached

     Certificates must be dated within the last 15 months and must list the specific ingredient you use. For USDA NOP certified suppliers, refer to Organic Integrity Database (OID) for certification status. Product listings may need to be requested separately from the supplier. Be prepared to demonstrate your certificate management system at inspection.
  2. For any uncertified supplier of organic ingredients, list both the uncertified supplier and the certified supplier in the Supplier column. Attach an **Exempt Handler Affidavit (EHA)** for each uncertified supplier. *Product must be enclosed in sealed, tamper-evident retail packaging when acquired by the supplier and must remain in that packaging while under the supplier's control. CCOF will review the EHA and notify you if certification of the supplier is required.* ☐ EHA attached
  3. For each multi-ingredient ingredient, submit an ingredient statement from the manufacturer to compare to your label. ☐ Ingredient statement attached
- An **Excel version** of this document is available at www.ccof.org/documents or by contacting CCOF.
- Update this list as you add and remove suppliers. Highlight new suppliers or products in yellow and removed suppliers or products in blue to simplify updates.
- List all **nonorganic processing aids, sanitizers, and packaging aids** that contact organic products on your **Handler Materials Application (OSP Materials List)**, not this form. For each nonorganic ingredient or processing aid not previously approved by CCOF, submit a **Nonorganic Processing Material Affidavit** or **Natural Flavor Affidavit**. *Private label brand owners who do not manufacture are not required to submit nonorganic ingredients or processing aids for review.*

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Supplier *Match name on organic certificate & invoice*	**Supplier NOP ID #** *Or link to OID listing*	**Ingredient Name** *List one ingredient per line, match organic certificate, optional to include brand name (if any)*	**Organic Ingredient?** *(Yes, No)*	**Do you import[1] this product?** *(Yes, No)*	**Country where supplier is located**	**Date added to H2.0A**	**CCOF Use Only**
Ex: XYZ Juice Supply	*2381823481*	*Ex: apple juice concentrate*	*Yes*	*Yes*	*Ex: Italy*	*7/31/25*	

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

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Organic Fraud Prevention Plan

Operation Name: _____ **Date:** _____

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

- ► You are responsible for using appropriate and effective means to prevent organic fraud in your supply chain. Your fraud prevention plan should reflect the activities, scope, and complexity of your supply chain.
- ► This form, including any addendums, may serve as your Organic Fraud Prevention Plan if you do not have organic fraud prevention integrated into your food safety program and are not enrolled in the OTA Fraud Prevention Solution program.
- ► An Organic Fraud Prevention Plan is a living document that should be updated as needed to reflect changing circumstances, ingredients, business practices, supply chains etc.

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

A. Supply chain map

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

   ☐ Supply chain map attached

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

- ► You must maintain organic certificates for all suppliers, importers, contracted co-packers, certified private label brand owners, storage facilities, and any other certified organic operation you work with.
- ► You must ensure that all certificates are current (issued within the last 15 months) and complete; listing specific products/crops/parcels/brands. If you export product, certificate must list export market compliance.
- ► For USDA NOP certified operations, refer to Organic Integrity Database (Integrity) for overall certification status. Product listings may need to be requested separately from the operation.

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

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

   ☐ With each shipment ☐ Monthly ☐ Quarterly ☐ Annually

   ☐ Other (describe):

   _____

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

   _____

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

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

   ☐ Approved organic supplier list verified against bill of lading (BOL) or packaging/container labels

   ☐ Current organic certificate required with each shipment, supplier verified as approved, certificate verified to list product received

   ☐ Other (describe):

   _____

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

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

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

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

☐ Yes ☐ No. If no, explain why not:

_____

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

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

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

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

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

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

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

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

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

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

☐ Other, please describe:

_____

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

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

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

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

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

1) **Product assessment** – Consider qualities that are intrinsic to the product (packaging, geopolitical, socio-economic, agronomic):
   - *High risk examples*: Product has history of fraud, product is bulk/unpackaged, product comes from an area of political unrest/uncertainty, drastic increases or fluctuations in price, high demand, recent production challenges (e.g. flooding, pests), large fluctuations in production volume, or large disparity between organic and nonorganic pricing.
   - *Low risk examples*: Product packaged in sealed and tamper evident retail packaging, product is readily available in the organic market, product is produced domestically.

2) **Supply chain assessment** – Consider the qualities that are inherent to the suppliers you work with:
   - *High risk examples*: Low visibility of the entire supply chain, long supply chain (product changes ownership many times before it is in your possession), backup supplier not established (could lead to urgent spot purchases), uncertified operations involved in the supply chain, supplier is selling commodity below cost of production.
   - *Low risk examples*: Established long term supplier relationships, written sales contract addressing organic considerations, supplier readily provides information upon request (organic certificates, specification sheets etc.), supplier is the producer of the organic product, vertically integrated supply chain where the end handler has complete traceability and visibility back to the farm level.

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3) **Internal company assessment**

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

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

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

☐ Not applicable to my operation

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

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

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

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

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

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

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

☐ Not applicable to my operation

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

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

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

☐ Not applicable to my operation

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

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

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

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

- ☐ Internal audits ☐ Periodic review of records for quality control ☐ Annual review of Organic Fraud Prevention Plan
- ☐ Other, describe:

_____

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

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

1) Describe your criteria for reporting suspected fraud.

Select all that apply:

- ☐ I report all positive sample results linked to organic products I handle.
- ☐ I report instances where I have observed fraudulent activity.
- ☐ I report instances where the quantity of organic product received from a supplier exceeds their known production capacity and can provide credible evidence.
- ☐ I report instances where an organic product is being offered for sale below market price without reasonable explanation and can provide credible evidence.
- ☐ I report all other instances where I can provide credible evidence of fraud. Credible evidence may include but is not limited to: photos, screen shots of websites, audit trail records, copies of correspondence, residue sample results, GMO sample results, etc.
- ☐ Other (describe):

_____

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

- ☐ Report to CCOF
- ☐ Report to supplier's certifying agent
- ☐ Report to USDA NOP
- ☐ Report to California Department of Food and Agriculture (CDFA) State Organic Program for operations in CA
- ☐ Other (describe):

_____

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Nonorganic Processing Material Affidavit

► **CCOF Client:** Forward this affidavit to your material manufacturer. They must complete and sign this form. Submit one affidavit for each nonorganic ingredient or processing aid used in or on your organic products. For flavors, submit **Natural Flavor Affidavit** instead of this form. Search for approved materials on **MyCCOF.org**.

► **Material Manufacturer:** Fill out this form so CCOF can review this material for the CCOF certified client's use.

A. Manufacturer business name and contact info (phone/email): _____

Material name including any applicable code: _____

Function in finished organic product (e.g. defoamer, thickener, etc.): _____

List all ingredients or attach a complete ingredient statement. Include carriers, preservatives, incidentals, ancillaries, adjuvants, and any other ingredients. ☐ Attached

_____

B. The material listed above conforms to the following criteria:

		True	False
1)	Genetic engineering, genetically modified organisms, and excluded methods[1] as defined in NOP 205.2 were **not** used in the production of this material.	☐	☐
2)	Ionizing radiation as described in 21 CFR 179.26 was **not** used in the processing of this material.	☐	☐
3)	Sewage sludge was **not** used in the production of this material.	☐	☐

C. If the material listed above consists of any of the following substances, **also** attest to the applicable criteria below.

Additional information may be required.

Requirement per National List 205.605, 205.606	True	False
• Acidified Sodium Chlorite – Acidified with citric acid	☐	☐
• Activated Charcoal – From a vegetative source ○ List source:	☐	☐
• Animal Enzyme (rennet; catalase; lipase; pancreatin; pepsin; trypsin) – Rennet derived from animals, catalase from bovine liver	☐	☐
• Attapulgite – Not acid-treated, acid-activated, acid-leached, or sodium-activated	☐	☐
• Bentonite – Not acid-treated, acid-activated, acid-leached, or sodium-activated	☐	☐
• Calcium Carbonate – From mined source and not further processed via synthetic[2] salt metathesis process	☐	☐
• Calcium Chloride – Isolated from natural brine and not produced via the Solvay process	☐	☐
• Calcium Sulfate – Mined	☐	☐
• Cellulose – Powdered cellulose is non-chlorine bleached *Note – microcrystalline cellulose is prohibited*	☐	☐
• Citric Acid – Produced by microbial fermentation of carbohydrate substance ○ List carbohydrate substance:	☐	☐
• Color – No synthetic[2] solvents and carrier systems or artificial preservatives were used ○ List agricultural source:	☐	☐
• Enzyme – From edible, nontoxic plants, nonpathogenic fungi, or non-pathogenic bacteria	☐	☐
• Gellan Gum – High-acyl form	☐	☐
• Gellan Gum – Low-acyl form	☐	☐

[1] ***Excluded Methods (NOP 205.2)***. *A variety of methods used to genetically modify organisms or influence their growth and development by means that are not possible under natural conditions or processes and are not considered compatible with organic production. Such methods include cell fusion, microencapsulation and macroencapsulation, and recombinant DNA technology (including gene deletion, gene doubling, introducing a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology). Such methods do not include the use of traditional breeding, conjugation, fermentation, hybridization, in vitro fertilization, or tissue culture.*

[2] ***Synthetic (NOP 205.2).*** *A substance that is formulated or manufactured by a chemical process or by a process that chemically changes a substance extracted from naturally occurring plant, animal, or mineral sources; …shall not apply to substances created by naturally occurring biological processes.*

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Requirement per National List 205.605, 205.606	True	False
• Glucono delta-lactone – Produced via microbial fermentation or enzymatic oxidation of carbohydrate substance. Not produced by the oxidation of D-glucose with bromine water.	☐	☐
• Glycerin – Produced from agricultural source materials and processed using biological or mechanical/physical methods as described under NOP 205.270(a)	☐	☐
• Gum (Arabic; Guar; Locust Bean; Carob Bean) – Water extracted	☐	☐
• Hypochlorous Acid – Generated from electrolyzed water	☐	☐
• Kaolin – Not acid-treated, acid-activated, or acid-leached	☐	☐
• Lactic Acid – Produced via fermentation	☐	☐
• Lecithin – De-oiled (dried)	☐	☐
• Magnesium Chloride – Derived from sea water, terminal lake brine, subsurface brine deposit, or mineral ore deposit. Hydrochloric acid is not used in production.	☐	☐
• Magnesium Sulfate – Mined form without further synthetic[2] processing such as through treatment with sulfuric acid.	☐	☐
• Microorganisms – Food grade bacteria, fungi, or other microorganism	☐	☐
• Nitrogen – Oil-free grade	☐	☐
• Oxygen – Oil-free grade	☐	☐
• Pectin – Non-amidated	☐	☐
• Potassium Chloride – Extracted from nonsynthetic[3] source material (mined or from brine)	☐	☐
• Sodium Bicarbonate – Produced via the Trona process and not the Solvay process	☐	☐
• Sodium Carbonate – Produced via the Trona process and not the Solvay process	☐	☐
• Tartaric Acid – Made from grape wine	☐	☐
• Tocopherol – Derived from vegetable oil	☐	☐
• Wax – Nonsynthetic[3] (wood rosin)	☐	☐
• Yeast – Nonsynthetic[3], not grown on petrochemical substrate or sulfite waste liquor. For smoked yeast, non-synthetic[3] smoke flavoring process.	☐	☐

D. Manufacturer Statement

Pursuant to NOP 205.2, 205.105, and 205.605-606, I, on behalf of the named manufacturer, hereby attest that the information provided in this form is accurate and truthful 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.

Manufacturer Representative Name *(please print clearly)* | **Title** | **Email Address**

Manufacturer Representative's Authorized Signature (Digital, Ink, or E-Verified) | **Date**

[2]***Synthetic (NOP 205.2).*** *A substance that is formulated or manufactured by a chemical process or by a process that chemically changes a substance extracted from naturally occurring plant, animal, or mineral sources; …shall not apply to substances created by naturally occurring biological processes.*

[3]***Nonsynthetic (natural) (NOP 205.2).*** *A substance that is derived from mineral, plant, or animal matter; does not undergo a synthetic process as defined in section 6502(21) of the Act (7 U.S.C. 6502(21)). Nonsynthetic is used as a synonym for natural.*

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Natural Flavor Affidavit

- ► **CCOF Client:** Forward this affidavit to the flavor manufacturer. They must complete and sign this form. Submit one affidavit for each nonorganic flavor used in your organic products. Search for materials on MyCCOF.org.
- ► **CCOF Client:** H2.7 Commercial Availability form is also required if flavors are used in products labeled "Organic."
- ► **Flavor Manufacturer:** Fill out this form so CCOF can review this material for the CCOF certified client's use. Flavors must be allowed for use in food as GRAS for the proposed use or approved by FDA for the proposed use.

A. Nonorganic Flavor Details

1) Nonorganic flavor name/code: _____

2) Manufacturer business name and contact info (phone/email): _____

3) List all ingredients or attach a complete ingredient statement. Include adjuvants, carriers, preservatives, incidentals, ancillaries, and any other ingredient. The specific flavoring substance(s) may be listed as "natural flavor."

☐ Attached

4) **The flavor listed above conforms to the following criteria:**	**True**	**False**
a) Genetic engineering, genetically modified organisms, and excluded methods[1] as defined in NOP 205.2 were **not** used in the production of this material.	☐	☐
b) Ionizing radiation as described in 21 CFR 179.26 was **not** used in the processing of this material.	☐	☐
c) Sewage sludge was **not** used in the production of this material.	☐	☐

B. Natural Flavors Criteria

FDA Definition of Natural Flavors *FDA 21 CFR Part 101.22(a)(3)*: "… **natural flavor** or **natural flavoring** means the essential oil, oleoresin**,** essence or extractive, protein hydrolysate, distillate, or any product of roasting, heating or enzymolysis, which contains the flavoring constituents derived from a spice**,** fruit or fruit juice, vegetable or vegetable juice, edible yeast, herb, bark, bud, root, leaf or similar plant material, meat, seafood, poultry, eggs, dairy products, or fermentation products thereof, whose significant function in food is flavoring rather than nutritional."

1) Do all **flavoring substances** meet the FDA definition of a natural flavor (see above)? *Attach Natural Certificate if available.*
   ☐ Yes ☐ No, Prohibited

2) Flavors may only be **extracted** with nonsynthetic[2], non-petroleum based solvents. No hydrocarbon, chlorinated, or halogenated solvents may be used. Propane, hexane, and freon are examples of prohibited solvents. Allowed natural extraction solvents include water, natural ethanol, super-critical carbon dioxide, authentic essential oil, and natural vegetable oils.
   a) Are natural flavor constituent(s) made using NOP-suitable extraction solvents?
      ☐ Yes ☐ No, Prohibited ☐ Not applicable, none used
   b) Solvent used to extract natural flavor: _____

[1] ***Excluded Methods (NOP 205.2)***. *A variety of methods used to genetically modify organisms or influence their growth and development by means that are not possible under natural conditions or processes and are not considered compatible with organic production. Such methods include cell fusion, microencapsulation and macroencapsulation, and recombinant DNA technology (including gene deletion, gene doubling, introducing a foreign gene, and changing the positions of genes when achieved by recombinant DNA technology). Such methods do not include the use of traditional breeding, conjugation, fermentation, hybridization, in vitro fertilization, or tissue culture.*

[2] ***Nonsynthetic (natural) (NOP 205.2).*** *A substance that is derived from mineral, plant, or animal matter; does not undergo a synthetic process as defined in section 6502(21) of the Act (7 U.S.C. 6502(21)). Nonsynthetic is used as a synonym for natural.*

[3] ***Synthetic (NOP 205.2).*** *A substance that is formulated or manufactured by a chemical process or by a process that chemically changes a substance extracted from naturally occurring plant, animal, or mineral sources; …shall not apply to substances created by naturally occurring biological processes.*

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C. Flavoring Adjuvants

Natural flavors must not contain any **synthetic[3] carrier systems** or any **artificial preservatives** including synthetic[3] processing aids, emulsifiers or antioxidants. Prohibited substances include but are not limited to: propylene glycol, polyglycerol esters of fatty acids, mono- and di-glycerides, benzoic acid, polysorbate 80, medium chain triglycerides, BHT, BHA, triacetin, etc. All non-flavor components must be either organic, nonsynthetic[2], or on the National List.

1) Carrier system(s): _____ ☐ N/A

Source Material: _____

a) If glycerin is a carrier/solvent, is it nonsynthetic[2]?
☐ Yes ☐ Not applicable, glycerin not used ☐ No, Prohibited

b) If maltodextrin is a carrier, were enzymes primarily responsible for hydrolysis?
☐ Yes ☐ Not applicable, maltodextrin not used ☐ No, Prohibited

c) If cellulose is a carrier, is it non-chlorine bleached and not microcrystalline cellulose?
☐ Yes ☐ Not applicable, cellulose not used ☐ No, Prohibited

2) Preservative/Other ingredient: _____ ☐ N/A

Source Material: _____

a) Was citric acid produced by microbial fermentation of a carbohydrate substance?
☐ Yes ☐ Not applicable, citric acid not used ☐ No, Prohibited

3) Other additive/ingredient: _____ ☐ N/A

Source Material: _____

D. Manufacturer Statement

Pursuant to NOP 205.2, 205.105, and 205.605-606, I, on behalf of the named manufacturer, hereby attest that the information provided in this form is accurate and truthful 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.

Manufacturer Representative Name *(please print clearly)*	**Title**	**Email Address**

Manufacturer Representative's Authorized Signature (Digital, Ink, or E-Verified)	**Date**

[3]***Synthetic (NOP 205.2).*** *A substance that is formulated or manufactured by a chemical process or by a process that chemically changes a substance extracted from naturally occurring plant, animal, or mineral sources; …shall not apply to substances created by naturally occurring biological processes.*

[2]***Nonsynthetic (natural) (NOP 205.2).*** *A substance that is derived from mineral, plant, or animal matter; does not undergo a synthetic process as defined in section 6502(21) of the Act (7 U.S.C. 6502(21)). Nonsynthetic is used as a synonym for natural.*

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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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Organic claims on websites and other marketing

Organic claims on websites, social media, and other marketing must be truthful about the status of organic and nonorganic products. Websites and social media are considered market information and can be reviewed using NOP 205 Subpart D Labels, Labeling, and Market Information (205.300-311). As the regulations are more specific to package labeling, website review is often somewhat subjective. CCOF reviews websites, social media, and other marketing using the guidelines outlined below. We may purchase products online or subscribe to services to review online and virtual marketing claims. Operations who do not follow these guidelines may receive notices of Noncompliance.

What CCOF reviews:

1. We review all websites for CCOF certified operations with online sales.
    a. For businesses that only sell to consumers online, your website will be part of your Organic System Plan (OSP). Changes to organic products or business representation on the website must be disclosed to CCOF.
    b. For businesses with physical and online sales, we review websites during annual inspections.
2. We review any website or marketing information related to a complaint or investigation.
3. We may review social media marketing including online ads and search engine results.
4. We may review third party online sales channels managed or established by the CCOF certified operation, such as Amazon marketplace stores.
5. We may review other marketing, such as consumer-facing signs at retail locations.
6. Website, social media, and other marketing reviews of over one hour will be billed the rate for technical services per CCOF Certification Services Manual.
7. We do not generally review sales channels that the CCOF certified operation does not manage, such as resellers or distributors.
8. We do not generally review promotional materials such as T-shirts, cooking utensils and other marketing materials.

What CCOF looks for:

1. Use of the word "organic", the USDA Organic seal, CCOF's name, and CCOF's logo on webpages and other marketing, especially webpages where product can be purchased, including the "shopping cart".
2. Where consumers can purchase products on your website, each individual product must have accurate, specific claims at the point of sale. A consumer must be able to determine whether a specific product is organic or not prior to purchase.
    a. Listing an organic product on your website before CCOF has approved the product and added it to your Client Profile Certificate Addendum may result in a Noncompliance.
3. True statements about what is certified organic may be made on your website home page, other pages on your website, and other marketing. Claims must be specific and reflect what appears on your organic certificate and Client Profile Certificate Addendum.
    a. Compliant example: "Our handling of all organic items is certified."
    b. Noncompliant examples:
        i. "Organic ingredients" when not all ingredients being sold are certified organic.
        ii. "We strive to use organic ingredients" does not specifically disclose to consumers what is certified.

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4. Organic percentage statements must be verified. If you make a statement about the percentage of organic products offered, your claim must be specific and either your website or OSP must explain how you calculate that percentage.
    a. Compliant example: "70% of the total number of products we purchase are organic. Actual quantity of organic ingredients in your delivery may be less than 70%."
    b. Noncompliant example: "We strive for at least 70% organic ingredients." It is unclear to the consumer what percentage of ingredients they receive are organic.
5. You must be able to describe to a CCOF inspector how you verify organic claims. You may be required to include your verification process on your website and in your OSP.
    a. Example of a compliant claim requiring verification: "We always source organic eggs."
6. For businesses that *only* sell to consumers online: the "Certified Organic by CCOF" (or similar phrase) **must** appear on website at least once in legible font, as the website functions as retail labeling.

Use of the USDA Organic seal or CCOF logo:

1. The USDA seal must only appear in the form and colors allowed per 205.311.
2. For products that are only sold to consumers online, the USDA seal or CCOF logo may be used on shipping boxes, packing slips, invoices, or ingredient lists only if the website itself (place of purchase) and product packaging, packing slip, invoice, or ingredient list makes a clear and conspicuous organic claim at the point of sale. Use of the USDA seal is allowed on shipping boxes only if the box contains at least one certified "Organic" or "100% Organic" product.
3. The USDA seal or CCOF logo may be used to represent your business as certified organic.
    a. The USDA seal may only be used if you have at least one "Organic" or "100% Organic" product. The USDA seal cannot be used if you only offer "Made with Organic…" products.
    b. The CCOF logo may be used by any CCOF certified operation, including those that only offer "Made with Organic…" products.
    c. If using both USDA seal and CCOF logo, the USDA seal should be more prominent.
4. If you offer both organic and nonorganic products, your use of the USDA seal or CCOF logo on your website should be accompanied by a clear and conspicuous explanation of what is certified. This includes use of the USDA seal or CCOF logo on the home/landing page as well as headers, footers, and navigation menus. Explaining your organic claim allows the consumer to understand the degree to which your business offers organic. Your claim must be supported by your organic certificate.
   Best practices:
    a. Written statement of your organic claim appears *next* to the USDA seal or CCOF logo.
    b. Written statement is legible and similar in size to the USDA seal font size.
    c. When both USDA seal and CCOF logo are used, the written statement appears near the USDA seal.
    d. Include a hyperlink to a separate webpage that more fully outlines your organic claim.
5. The organic status of *each product* must be clear when individual products appear on your website or can be purchased from a page that displays the USDA seal, CCOF logo or other organic claim. Everyday consumers must be able to clearly distinguish nonorganic products from organic products. Compliant examples include:
    a. The USDA seal appears in the webpage header next to statement "Products below are all organic," and all products on the page are certified organic. A separate page for nonorganic products does not include the USDA seal in page header.

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   b. Organic and nonorganic products are displayed on the same page, and the USDA seal next is only next to individual organic products and not next to conventional products. There is no USDA seal in header.
   c. The USDA seal in the webpage header is next to the statement "We offer both organic and nonorganic products," and "organic" is only written next to organic products and not next to nonorganic products.
6. The USDA seal may only be used on "Organic" and "100% Organic" products, when used in direct relation to specific products, including on ordering pages or shopping carts.
7. When the USDA seal or CCOF logo appears in an image or photo, all products or ingredients in that image must be eligible to display the seal/logo, i.e. be certified "100% Organic" or "Organic" to use the USDA seal, or certified as "Made with Organic…" to use CCOF logo only.
   a. If not all products or ingredients in the image are certified, neither the USDA seal nor CCOF logo can be used unless there is a clear and conspicuous explanation of what is certified organic, as described above.
   b. Compliant examples:
      i. Prepared organic chicken wrap or prepared organic smoothie containing only certified organic ingredients, all disclosed within your OSP. The USDA seal or CCOF logo may be used without additional explanation.
      ii. Prepared or disassembled Salmon Veggie Bowl meal kit. All vegetables are organic, while the salmon is not organic. The USDA or CCOF logo may be used only if there is a clear and conspicuous claim attached to the certified products, e.g. "Proudly made with only Organic produce."
      iii. Prepared yogurt parfait containing organic strawberry jam and nonorganic yogurt. Image may contain a photo of the organic jam jar, which shows the USDA logo and Organic claim visibly on the jam label. No other organic claims would be permitted.

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