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

► CCOF is dedicated to providing cost-effective and timely service. Due to the complexity of the application review, inspection, and review process, we recommend that certification applications are submitted 12 weeks prior to harvest, projected sales, or other deadlines.

► 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.

Who is this program for?

- Operations that are capable of compliance and wish 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 the Regenerative Organic Certified® program or reinstatement requests.

How much does expedited service cost?

- New certification applicants and annual inspections (with or without new parcel(s), single facility); includes application fee: $2,525
- Addition of a new facility or equipment to your existing CCOF certification; includes facility/equipment fee: $2,000
- New acreage at a CCOF-certified farming operation: $1,300
- Standard additional acreage, inspection and annual certification costs still apply, as applicable. See the **CCOF Certification Services Program Manual** for details. Expedited services may incur higher than average inspection expenses. There are no refunds issued for expedited services.

What will CCOF provide?

- Your application receives top priority processing. Correspondence will be sent as efficiently as possible.
- 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.
- The inspection report will be submitted to CCOF within two business days of the inspection.
- CCOF will review the inspection report and identify outstanding issues or grant certification within three business days.

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.

What if I don't enroll?

- CCOF will process your application as quickly as possible and provide you with high-quality service. Every effort will be made to ensure the process is completed efficiently.

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

2) **Service Requested:** ☐ New Certification ☐ Annual Inspection ☐ Add Facility/equipment ☐ Add Acreage

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

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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MyCCOF Online Certification Management
INNOVATIVE ONLINE CERTIFICATION TOOLS

Managing your certification just got easier.

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

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

Use MyCCOF to:

» Track Action Items

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

» Get Your OSP Online

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

» Find What You Need

It's easy to find the documents that maintain your certification.

» Find Materials & Track Your Approved List

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

» Download Certificates

Find your current certificates and download other CCOF certified operations' certificates.

» Monitor Inspections

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

» Find Service Staff

Find your CCOF service staff and more.

» Pay Bills

Track invoices and pay online!

» Manage Your Public Profile

Publicize your company statement, sales methods, and social media sites through our online organic directory.
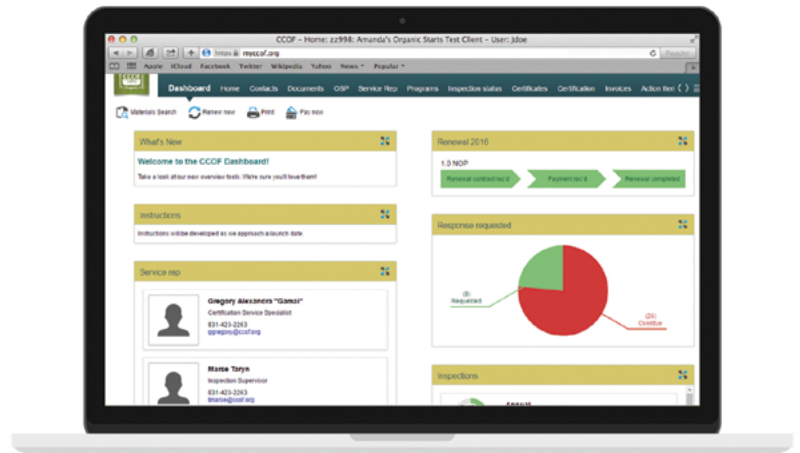
» Track Clients & Facilities

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

» And More—Continual Improvements

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

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

Certification Made Simple

SEARCH for approved materials

ADD new materials to your OSP

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

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

» Find What You Need in Our Library

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

» Easily Add to Your OSP

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

» Save Time

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

» Get Notifications

Receive updates as soon as your materials have been reviewed and are ready to use.

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

Buyers and distributors will love the "CCOF Certificate Portal" feature in MyCCOF. This one-of-a-kind service offers tracking and management of CCOF certificates. Access CCOF certificates today!

» Get the Green Light

Easily identify a CCOF-certified operation's standing: green, yellow, or red indicators allow for quick review of certification status.

» Easier Purchasing

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

» Real-Time Notifications

Receive immediate email notification if any certification status changes.

» Instant Certificates

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

» Faster Inspections

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

» Organize and Prepare

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

Select	Client ID	Name	Service	Certification status	Status	Certificate	Profile
☐	cc1652	Red Barn Farm	1.0 NOP	Surrendered	🔴		
☐	ft9385	Piggies and Parsnips	1.0 NOP	Certified	🟢	👤	👤
			2.0 GMA				

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

CCOF COR COMPLIANCE CERTIFICATION CONTRACT

► **CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada**

► Please see the **CCOF COR Compliance Program Manual** for information about who should enroll in this program and the requirements.

► CCOF recommends beginning the application process with sufficient time before certification is required to allow for the necessary inspection and review process. While in some cases certification can be provided in a very short time frame, providing up to twelve weeks is recommended. Expedited services are available.

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

► See **www.ccof.org/certification/how** or contact us with questions. Find all forms at **www.ccof.org/documents**.

► **Complete and send the following to apply for certification:**
  - CCOF COR Compliance Program Certification Contract (this 5-page form)
  - Organic System Plan (OSP) forms and attachments
    - o Carefully review the Organic System Plan (OSP) Guide and complete all forms indicated:
      - ▪ **Guide to COR Handler OSP Forms**
  - $350 Application fee
    - o Non-refundable and due with application
      - ☐ My credit card information is on page 5   ☐ I have included another form of payment
      - ☐ I have a discount code: _____

  Email to: inbox@ccof.org Or Mail to: CCOF, 2155 Delaware Ave., Suite 150, Santa Cruz, CA 95060

► How did you hear about CCOF? _____

A. Company Information

1) Business Name: _____

   DBA: _____

   Website: _____

   Phone: _____ Ext: _____ Fax: _____

2) Business Information:

   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: _____

3) Physical Location of Your Operation.
   Where organic production occurs, or records are kept (for broker/trader/private label owners):

   Address: _____ City: _____

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

4) Mailing Address *if different*:

   Address: _____ City: _____

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

5) Billing Address *if different*:

   Address: _____ City: _____

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

6) Preferred language for communication: ☐ English   ☐ Spanish (most CCOF forms & materials available in Spanish)

7) Preferred written communication method: ☐ Email   ☐ Postal Mail

CCOF COR COMPLIANCE CERTIFICATION CONTRACT

B. Organic Operation Summary

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

C. Contact Information

1) **Primary Contact**

Please designate one person in your operation to be CCOF's Primary Contact. This person will be listed in CCOF printed and online directories. 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 company. **All communication will be sent to this contact.**

Name: _____ Title: _____

Phone: _____ Email(s): _____

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 company. Check the CC box for contacts that should receive all communication along with the Primary contact listed above. Attach an additional list if necessary.

CC: ☐

Name/Title	Phone number	Email

CC: ☐

Name/Title	Phone number	Email

CC: ☐

Name/Title	Phone number	Email

D. Certification Program Information

1) Which organic standards are you applying to be certified to? Check all that apply:

For more information about CCOF certification programs, or to determine which program(s) you need, visit www.ccof.org/standards to review the CCOF Certification Services Program Manual or contact us by phone or email.

☐ **Canadian Organic Regime Compliance:**
Base program only for operations in Canada. Complete the COR Organic System Plan.

☐ **CCOF Global Market Access Program:**
Export verification for the US, EU/UK, Switzerland, Japan, or Taiwan. Complete the **GMA application**.

2) Does this operation produce or handle:

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

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

☐ USA   ☐ Europe   ☐ Japan   ☐ Taiwan   ☐ Switzerland   ☐ Mexico   ☐ Other: _____

4) By what date do you anticipate the need for certification? _____

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

5) Is your operation currently certified organic?

☐ No   ☐ Yes, provide name of certifier: _____

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6) Has this operation ever previously applied for, or been granted, organic certification

   ☐ No. Skip to section E.   ☐ Yes. Complete this section and provide name of certifier: _____

   a) Was your certification or the certification of fields or products ever suspended or cancelled?   ☐ Yes ☐ No

   b) Did you surrender your certification with outstanding non-compliances?   ☐ Yes ☐ No

   c) Did you withdraw your application for certification with outstanding non-compliances?   ☐ Yes ☐ No

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

   Year(s): _____   ☐ Letters Attached

   Corrective actions taken: _____

E. Annual Certification Fee

CCOF will estimate and invoice your certification fee based on the information provided below and collected at the initial and subsequent inspections. Please refer to the CCOF Certification Services Program Manual for fee information. **Certification fees must be paid prior to issuance of certification.** Enter your credit card information on page 4 or attach another form of payment.

1) **All Operations:** _____

   Current or expected organic production value (next 12 months)

   a) **Farm and Livestock operations:** _____

   Current or expected cost of certified organic seed and/or feed purchased (next 12 months)

   b) **Handlers/processors/private labelers and other non-farm businesses:** _____

   Current or expected cost of certified organic ingredients/products purchased (next 12 months)

   c) **Retail and Restaurant operations:** _____

   Current or expected number of stores (next 12 months)

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CCOF COR COMPLIANCE CERTIFICATION CONTRACT

Operation Name: _____ **Date:** _____

F. Certification Contract and Agreement

► The following must be signed by a legally authorized representative of any operation by all applicants for certification by CCOF.

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

1) For operations 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 or International Standard certification: Comply with the requirements set forth in the CCOF GMA or International Standard Certification Manual, respectively.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

   n) Agreeing to be legally bound by the policies on Governing Law, Consent to Jurisdiction, Indemnification and Limit of Liability as described in the CCOF Certification Program Manual section 6.

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

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

CCOF COR COMPLIANCE CERTIFICATION CONTRACT

Operation Name: _____ **Date:** _____

G. Credit Card Payment Information

Type of Credit Card: ☐ Visa ☐ Master Card ☐ Amex	Amount: $
Credit Card Billing Address:	
City: State: Zip code:	

Name on Card:	Phone Number:

Credit Card Number:	

Expiration Date (mm/yy): /	Security Number (The three-digit code on the back of your card. For Amex, this is the four digits on the front):

Signature:

H. 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: _____

2) Sales Methods:

☐ Community Supported Agriculture (CSA): _____

☐ Copacking Services (CS): _____

☐ Export (EX): _____

☐ Farmer's Market (FM): _____

☐ Ingredients (Ing): _____

☐ Internet (WWW): _____

☐ Produce Stand (PS): _____

☐ Retail (R): _____

☐ Tasting Room/Winery: _____

☐ U-Pick (UP): _____

☐ Wholesale (WS): _____

3) Apprenticeship Options:

☐ Apprenticeship Offered: _____

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

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

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	COR COMPLIANCE PROGRAM	GUIDE TO HANDLER OSP FORMS
	Find all forms at www.ccof.org/documents. Send completed forms to inbox@ccof.org.	**Page 1 of 1**

The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

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

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

If you do this (more than one may apply):	Fill out these forms:
1) Apply for CCOF organic certification.	• **CCOF COR Compliance Certification Contract** • **H5.0 COR Record Keeping for Handlers**
2) Process or physically label organic products at a facility I own or lease.	• **COR Handler Materials Application (OSP Materials List)** • **COR Product Application** • **H2.0 COR Organic Products** • **H2.3 COR Organic Facility** (for each location) • **H4.0 COR Organic Practices** (for each location)
3) Use nonagricultural processing aids, packaging aids, sanitizers, or other additives in or on organic products.	• **COR Handler Materials Application** • **COR Nonorganic Processing Material Affidavit** (if applicable) • **COR Natural Flavour Affidavit** (if applicable)
4) Source ingredients for organic products.	• **H2.0A COR Ingredient Suppliers**
5) Process multi-ingredient organic products.	• **H2.0B COR Product Formulation** (for each product)
6) Contract other independently certified facilities to produce or label a product.	• **H2.0 COR Organic Products** • **COR Product Application**
7) Act as a broker, trader, or purchase products for sale under my own brand or label (private label owner).	• **H2.0 COR Organic Products** • **H2.0A COR Ingredient Suppliers**
8) Provide processing, handling, toll processing or fee-for-services for organic products that I do not own or take title to, or provide fee for service processing/packaging, etc.	• **H2.4 COR Organic Services**
9) Package products under a brand or private label owned by someone else.	• **COR Co-Packer Application** (for each brand not CCOF certified)
10) Export, design export labels, or sell to a buyer who requires international verification.	• **Global Market Access Program Application** (exports to US, EU, UK, Japan, Switzerland, Taiwan) • **NOP Import Certificate Request Packet** (exports to the US – exporter completes prior to each shipment)
11) Apply for certification of retail store or restaurant.	• Contact CCOF regarding Retail certification options in Canada

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COR COMPLIANCE PROGRAM

COR PRODUCT APPLICATION

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

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The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

Operation Name: _____ **Date:** _____

► List all organic **finished products** below, including private label products and **attach all labels**. *Product category will appear in directory of CCOF certified operations. Product category, detail, and brand name will appear on your certificate. CCOF reserves the right to modify product listings to reflect directory naming conventions.*

► Ensure all suppliers are listed on your **COR H2.0A**. Submit a **COR H2.0B** for any new multi-ingredient product.

► Private label owners: For each co-packed multi-ingredient product, submit an ingredient statement from the manufacturer to compare to your label.

► If you are enrolled in the GMA Program, indicate which market you will export each product to and submit all labels.

► If you package any products for private label/marketer customers (brands you do not own), complete the **COR Co-Packer Application**.

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

Product Category *ex: Ice Cream*	Product Detail *ex: Vanilla Bean*	Brand Name *ex: The Sweetest Spoon*	Packaging Form *Attach labels* Retail Nonretail Unpackaged	Product label claim Organic or ≥ 95% Organic 70-94% Organic Ingredients	Name of: ☐ Certified location where product is processed *(may be your own facility)* OR ☐ Certified co-packer of private label product *Attach certificate*	Export Market *Ex: US, Japan, EU, Switzerland*
				☐ Organic or ≥ 95% Organic ☐ 70-94% Organic Ingredients		
				☐ Organic or ≥ 95% Organic ☐ 70-94% Organic Ingredients		
				☐ Organic or ≥ 95% Organic ☐ 70-94% Organic Ingredients		
				☐ Organic or ≥ 95% Organic ☐ 70-94% Organic Ingredients		
				☐ Organic or ≥ 95% Organic ☐ 70-94% Organic Ingredients		
				☐ Organic or ≥ 95% Organic ☐ 70-94% Organic Ingredients		
				☐ Organic or ≥ 95% Organic ☐ 70-94% Organic Ingredients		

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COR COMPLIANCE PROGRAM		**COR HANDLER MATERIALS APPLICATION (OSP MATERIALS LIST)**
Find all forms at **www.ccof.org/documents**. Send completed forms to **inbox@ccof.org**.		**Page 1 of 3**

The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

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 products after your initial application, update your OSP Materials List directly 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 materials that will negatively affect your organic certification.

► Refer to the CAN/CGSB-32.311 Permitted Substances List for full information regarding materials.

A. Nonorganic Processing Aids

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

► Include **specific product brand names**, functions, and manufacturer information.

► For each nonorganic material not previously approved by CCOF, a **COR Nonorganic Processing Material Affidavit** may be required. Search for approved materials on MyCCOF.org.

Brand Name	Manufacturer	General Material Name	Function *(Filtration, wash water, leavening, acidulant, fermentation, etc.)*	CCOF Use Only
Example: Peragreen	*Clean Solutions, Inc.*	*Peracetic acid*	*Produce wash water additive*	

COR COMPLIANCE PROGRAM

COR HANDLER MATERIALS APPLICATION (OSP MATERIALS LIST)

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

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The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

B. Equipment Sanitizers & Detergents/Cleaners

► List all equipment sanitizers and all detergents/cleaners used on organic product contact surfaces, including transport, storage, handling, or processing.

► Do not list detergents and cleaners that are used on non-organic product contact surfaces, such as bathroom or drain cleaners.

► Note that quaternary ammonia sanitizers must be completely removed from equipment by rinsing. Testing for zero residue is required.

► All detergents used on organic contact equipment must be biodegradable.

Brand Name	Manufacturer	Location, Surface, or Product	Rinsed? (Y/N)
Example: Cleaner 123	*The Cleaning Pros, Inc*	*Packing line*	*Y*

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*

COR COMPLIANCE PROGRAM

COR HANDLER MATERIALS APPLICATION (OSP MATERIALS LIST)

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

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The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

D. Permitted Substances List – Pest Control Materials

► Materials on the CAN/CGSB-32.311 Permitted Substances List (PSL) 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 storage areas.

Material	Brand Name	Manufacturer	Location Used and Method of Application *(e.g. storage, fogging, crack and crevice)*
Ammonium Carbonate			
Baits for bait stations			
Boric Acid			
Carbon Dioxide			
Cholecalciferol (vitamin D3)			
Diatomaceous Earth			
Neem Oil			
Pheromones and other semiochemicals			
Pyrethrins			
Repellents			
Soaps, ammonium			

E. Non-Permitted Substances List – Pest Control Materials

► Materials not on the CAN/CGSB-32.311 Permitted Substances List (PSL) may be used only if preventative practices, mechanical/physical controls, and Permitted Substances Lists materials (listed above in part D) are not sufficient to prevent or control pests. Justification for the use of non-Permitted Substances Materials must be provided.

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

Brand Name	Manufacturer	Location Used and Method of Application *(e.g. storage, fogging, crack and crevice)*

CORB18, V1, R8, 10/16/2023

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Operation Name: _____   **Date:** _____

► Complete this form if you co-pack the products you grow or process into another company's private label. CCOF certified operations must submit all organic labels they pack into, even if CCOF is not listed as the certifier on the label.

► Complete one form for each private label owner. Attach all labels and describe the products below.

► Refer to your CCOF Client Profile for a complete list of all products currently included in your certification.

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

If company is CCOF certified for the products you are co-packing, **Stop**, do not complete this form.

B. Private Label Products *Attach list if needed*

Product	Brand Name

1) Is this Private Label Owner certified organic by another certifier for this product?

   ☐ No. Skip to question B2.   ☐ Yes. Complete this section.

   a) Name the certifier and attach valid organic certificate: _____

      ☐ Certificate attached. Stop, this form is complete.

2) Is CCOF's name or seal used on the label in association with the Private Label Owner?

   ☐ No. This form is complete.   ☐ Yes. Complete this section.

   a) Private Label Owner Address: _____

      Private Label Owner City, State, Zip: _____

      Private Label Contact Name and Title: _____

      Private Label Contact Email and Phone: _____

CCOF will send Notification to the Private Label Owner that the CCOF name and/or seal may only be used on the products listed on your organic certificate.

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

CORB14, V1, R6, 11/15/19   *Page 1 of 1*

	COR COMPLIANCE PROGRAM	ORGANIC PRODUCTS	OSP SECTION:	H2.0 COR

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

The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

Operation Name: _____   **Date:** _____

► Complete this form if you manufacture, process, label, physically handle, broker, trade, distribute, resell organic products or contract another certified operation to process and/or package organic products in your brand or label (private label brand owner).

A. Organic Products and Ingredients

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

☐ Yes   ☐ No   ☐ Not applicable, no ingredients/materials sourced.

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

2) If you are a **private label owner/marketer** who contracts an independently certified co-packer to produce your branded products, do you purchase, take title to, or take physical possession of ingredients?

☐ Not applicable, not working with co-packers. Skip to question A3.

☐ No, co-packer sources and procures ingredients. Skip to section B.

☐ Yes, I source ingredients.

    a) If sourcing ingredients, choose all that apply:

       ☐ I select suppliers.

       ☐ I purchase ingredients.

       ☐ I take physical possession of ingredients for storage and ship them to my co-packer.

    b) If sourcing ingredients, select which of the following applies:

       ☐ I provide all organic supplier information to my co-packer and each shipment to the co-packer directly connects back to the certified supplier. Skip to section B. *H2.0A COR not required.*

       ☐ I do not provide organic supplier information to my co-packer. *H2.0A COR required for organic ingredients. CCOF will list your organic ingredients on your organic certificate, along with finished products.*

3) How do you verify that all **supplier organic certificates** are current for all organic ingredients and products?

*Suppliers are listed on **H2.0A COR Ingredient Suppliers**.*

☐ I request updated, complete certificates annually from each supplier.

☐ I require a current certificate for each shipment.

☐ Other (describe): _____

4) Who is responsible for approving new organic suppliers? How often do you switch suppliers, add new suppliers, make one-off purchases or do "spot purchasing" to prevent shortages? How do you ensure that new suppliers are compliant and approved prior to purchasing?

Add new suppliers to your H2.0A COR form. Frequent changes may result in increased audit trail verification at inspection.

_____

5) For formulations listed on your **H2.0B COR Product Formulation** form(s), do you control recipes/formulas for products (i.e. own, manage, or have knowledge of the formulation)?

☐ Yes   ☐ No   ☐ Some   ☐ Not applicable, single ingredient products only.

    a) If no or some, indicate who controls which formulations: _____

6) How do you verify that only allowed **ingredients, materials, and product formulas** are used?

Only ingredients, materials, and formulas appearing on your H2.0A COR, H2.0B COR, and COR Hander Application (OSP Materials List) as approved by CCOF may be used.

☐ Submit to CCOF for review and approval prior to use, including new suppliers, ingredients, and updated formulas.

☐ Other (describe): _____

7) For finished products labeled "Organic" containing **nonorganic agricultural** ingredients, attach an **H2.7 COR Commercial Availability** form for each nonorganic ingredient.

☐ Attached   ☐ Not applicable, no nonorganic agricultural ingredients.

CORB07, V1, R10, 10/16/2023   *Page 1 of 2*

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COR COMPLIANCE PROGRAM   **ORGANIC PRODUCTS**   OSP **SECTION:** **H2.0 COR**

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

The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

B. Facilities

1) Are products handled at multiple facilities?

☐ No. Skip to question B2   ☐ Yes. Attach the following:

a) A list of the facilities: ☐ Attached

b) Organic certificates for facilities other than your own: ☐ Attached

c) A description of the flow of products between facilities: ☐ Attached

2) If you have other operations (co-packers) produce products for you at their facility, list co-packers below and attach their certificates. *Certificates for private label products must list branded products specifically.*

☐ Attached   ☐ Not applicable, no co-packers.

Co-packer Facility Name	Facility Address

3) How do you verify that all **co-packers'** organic certificates are current for all co-packed organic products?

☐ Not applicable, no co-packed products.   ☐ I request updated, complete certificates annually listing specific branded products.

☐ Other (describe): _____

4) If off-site facilities are used to store organic ingredients or products while **unsealed** or in **permeable packaging**, complete this table, or provide an attachment with this information.

☐ Not applicable   ☐ Attached

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

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

For any non-certified facilities listed above, attach a **COR Storage Facility Affidavit (SFA).

C. Labeling

Organic labeling guidelines are available at www.ccof.org/labeling. Submit all labels for all organic products.

1) How do you verify that only allowed labels are used?

☐ Not applicable, no package. Explain: _____

☐ Submit to CCOF for review and approval prior to printing.

☐ Other (describe): _____

2) Do you package any products for private label/marketer customers?

☐ Yes   ☐ No

a) If yes, is the Private Label Owner/Marketer CCOF certified for this product?

☐ Yes   ☐ No. Complete a **COR Co-Packer Application**.

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

The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

Operation Name: _____   **Date:** _____

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

1. Attach organic certificates for all certified vendors, manufacturers, and suppliers.   ☐ Attached

    Certificates must be dated within the last 12 months and must list the specific product you use. You must request updated certificates annually.

2. For each multi-ingredient ingredient, submit an ingredient statement from the manufacturer to compare to your label.   ☐ Attached

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

► Update this master list as you add and remove suppliers. Highlight 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 **COR Handler Materials Application (OSP Materials List)**. For each nonorganic ingredient or processing aid not previously approved by CCOF, submit a **COR Nonorganic Processing Material Affidavit** or **COR Natural Flavour Affidavit**.
    Private label owners who do not manufacture are not required to submit nonorganic ingredients or processing aids for review.

Vendor *The entity that your operation is receiving the Ingredient from*	**Manufacturer/Supplier** *Only list if different from vendor, and vendor is not certified organic*	**Ingredient Name** *List one ingredient per line*	**Organic?** *(Yes, No) If yes, attach organic certificate*	**Date Added to H2.0A COR**	**Certifier** *(Optional, for your use) ex: CCOF*	**CCOF Use Only**

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Operation Name: **Date:**

► Use this form for each multi-ingredient product you manufacture. *Private label/marketers who do not process products are not required to complete this form; submit an ingredient statement from the manufacturer instead.*

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

► Multi-ingredient organic ingredients (e.g. organic chocolate chips) may only count as 95% organic content unless ingredient certifier verification confirms a higher percentage.[1]

► If an ingredient you are using contains added water or salt by a prior processor and the water or salt will be declared on your final product ingredient statement, the applicable water or salt must be excluded from the final product calculation.[2]

► For each nonorganic ingredient or processing aid not previously approved by CCOF, submit a **COR Nonorganic Processing Material Affidavit** or **COR Natural Flavour Affidavit**.

Product Name:				
Label Brand Name(s):		**Certifier on Label:**		

Ingredient *As listed on H2.0A COR form* *Do not list salt or water*	**Quantity (A)**	**Weight, %, or fluid volume**	**% Organic Content of Ingredient (B)**	**Ingredient's Org. Contribution to Product (C) = AxB**
Example: organic chocolate chips	*20*	*grams*	*95%*	*19 = (20x0.95)*
Example: organic wheat flour	*50*	*grams*	*100%*	*50 = (50x1.00)*

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

Round down to nearest whole number

List processing aids used (e.g. Carbon Dioxide, Sodium Bicarbonate, etc.) including packaging aids if not listed above. *Only ingredients and materials approved by CCOF and appearing on your **COR Handler Materials Application (OSP Materials List)** may be used.*

---

[1] CAN/CGSB-32.310 section 9.1.2
[2] CAN/CGSB 32.310 section 9.1.3

COR COMPLIANCE PROGRAM   **ORGANIC FACILTY**   **OSP SECTION: H2.3 COR**

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

The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

Operation Name: _____   **Date:** _____

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

► Complete one form for each facility/location.

A. General Information

1) Facility Name: _____

   CRA Business Number (BN): _____

2) Do you (check one):

   ☐ Own this facility   ☐ Lease this facility

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

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

   ☐ Yes. Skip to section B   ☐ No

4) Site Address: _____ City: _____

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

5) Contact (Name/Title): _____

6) Phone: _____ Fax: _____

7) Email(s): _____

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

   ☐ No   ☐ Yes, provide name of certifier: _____

9) Has this facility ever previously applied for or been granted organic certification by any certification agency?

   ☐ No. Skip to section B.   ☐ Yes. Complete this section and provide name of certifier: _____

   a) Was your certification or the certification of products or this facility ever suspended or cancelled?   ☐ Yes ☐ No

   b) Did you surrender your certification with outstanding non-compliances or conditions?   ☐ Yes ☐ No

   c) Was your application for organic certification ever issued a denial?   ☐ Yes ☐ No

   d) Did you withdraw your application for certification with outstanding non-compliances?   ☐ Yes ☐ No

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

   Year(s): _____   ☐ Letters Attached

   Corrective actions taken: _____

B. Facility Activities, Site Plan, and Product Flow

1) Processing or handling activities (examples: baking, mixing, etc.): _____

2) Attach site map(s) showing all organic processing and storage areas (may be hand drawn). Identify all equipment, machinery, grading stations, and storage areas used for organic products.   ☐ Map attached

3) Attach either a written description or a schematic product flow chart that describes or shows where and how ingredients or products are received, stored, processed, packaged, and warehoused.   ☐ Attached

   - Submit a separate flow chart for each production type.
   - The flow chart(s) must include all organic production steps.
   - Include all equipment, machinery, grading stations, and storage areas used for organic products, and indicate where ingredients are added or processing aids are used.
   - If product moves through different facilities, describe the flow across different facilities and submit an organic certificate for any contracted facility. *You must request updated certificates at least annually.*

COR COMPLIANCE PROGRAM	ORGANIC SERVICES	OSP SECTION: **H2.4 COR**

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

The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

Operation Name: _____   **Date:** _____

► Complete this form if you are paid for providing processing or handling services for organic product that you do not own or take title to.

► If your operation performs organic services only, contact CCOF for further information before completing this form. Your operation may be eligible for an Attestation of Compliance as opposed to an Organic Product Certificate.

A. General Information

1) Describe specific services for which you wish to be certified (e.g. nut hulling, storage, cooling):

_____

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

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

☐ No. Complete this form.

B. Product(s)

1) List all sanitizers, processing aids, packaging aids and other **nonagricultural** materials that come into contact with organic products on your **COR Handler Materials Application (OSP Materials List)**.

☐ Attached   ☐ Not applicable, no materials used.

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

☐ Yes   ☐ No   ☐ Sometimes

a) If sometimes, please explain:

_____

b) If yes or sometimes, complete **H2.0 COR Organic Products**, and skip to question 3.

c) If No, how do you verify that incoming customer products are certified organic?

Your inspector will verify that you maintain current organic certificates for your customers on site.

☐ Request a current organic certificate annually and keep on file.

☐ Request a current organic certificate with each incoming shipment and keep on file.

☐ Other (describe): _____

3) Do you package or label products?

☐ Yes   ☐ No   ☐ Sometimes

a) If sometimes, please explain:

_____

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

Note – If your operation solely packages and/or labels product that you do not own for others, you may be eligible for an Organic Packaging and Labeling Certificate as opposed to an Organic Product Certificate. Contact CCOF for details.

C. Storage Facilities

1) If off-site facilities are used to store organic ingredients or products while **unsealed** or in **permeable packaging**, complete this table, or provide an attachment with this information.   ☐ Not applicable   ☐ Attached

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

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

For any non-certified facilities listed above, attach a **COR Storage Facility Affidavit (SFA).

The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

Operation Name: _____   **Date:** _____

"Commercially available" - documented ability to obtain a production input or an ingredient in an appropriate form, quality, quantity or variety, irrespective of cost, in order to fulfill an essential function in organic production or preparation.

When an organic product contains 95% or more organic ingredients, a maximum of 5% non-organic ingredients may be used only if not commercially available in an organic form. Both the non-organic and organic form of an ingredient shall not be used.

► Complete one form for **each** nonorganic agricultural ingredient used in products labeled "organic" or other material requiring commercial unavailability documentation. Operators are required to update commercial availability information at least on an annual basis.

A. Organic Ingredient Search

1) Nonorganic agricultural ingredient: _____

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

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

   *To demonstrate that organic agricultural ingredients are not commercially available, you are expected to **contact at least three potential sources** or explain why this type of search is not possible.*

4) Which criterion makes this product unavailable organically? Check all that apply.

   ☐ Form   ☐ Quality   ☐ Quantity   ☐ Variety

   a) Please explain your answer using specific details.

B. Annual Plan to Find Organic Form

1) Describe your annual plan to find an organic form.

   *Records or documents of **continued efforts** to locate an organic source will be reviewed at your annual inspections.*

2) Describe the record(s) to be used for documenting your search and any product testing each year, or attach a copy.   ☐ Attached

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Operation Name: _____ **Date:** _____

► Complete this form if you take physical possession of products you sell or distribute, or run a processing or handling facility.
Facility covered by this form (If different from operation name):
_____

A. Harvest

1) Do you harvest organic crops and/or contract out harvest of organic crops?
Records and organic certificates must show that harvested parcels are certified and harvest equipment is cleaned or purged.
☐ No   ☐ Yes (describe):

B. Receiving

1) Do you ever receive organic and nonorganic products at the same time or in the same vehicle?
☐ Yes   ☐ No
   a) If yes, what steps are taken to prevent commingling of organic and nonorganic products?
   ☐ Labeled pallets   ☐ Organic product sealed or shrink wrapped   ☐ Designated organic and nonorganic areas
   ☐ Other (describe):

2) Do any products arrive **unsealed** or in **permeable packaging** (e.g. clamshells, open boxes, trucks) or in **reusable containers/vehicles** (e.g. RPCs, tankers, railcars)?
Transporters that combine or split unpackaged loads must be certified organic.
☐ No. Skip to question B3.   ☐ Yes. Complete this section.
   a) If yes, how do you ensure contamination and commingling were prevented during transport (e.g. protection from sanitizer residue, gases, liquids)? Check all that apply.
   Transporter records must be available for review at inspection, e.g. bill of lading, manifest, transaction certificate, shipping and delivery records, invoices, chain of custody, truck and trailer numbers, lot number.
   ☐ Clean truck affidavit   ☐ Cleaning and sanitizing material records   ☐ Certified supplier provides documentation
   ☐ Truck cleaning procedures   ☐ Wash tags   ☐ Tanker Seals   ☐ Other (describe):

3) At receiving, how do you verify that incoming organic products are from approved suppliers, including shipments from uncertified brokers, traders, wholesalers, or distributors? Check all that apply or attach a description.
Receiving records must document verification and be available for review at inspection.
☐ Approved organic supplier list verified against BOL or packaging/container labels.
☐ Current organic certificate required with each shipment, supplier verified as approved, certificate verified to list product received.
☐ For shipments from uncertified vendors, record uncertified handler, certified supplier, and certified supplier lot # on receiving log.
☐ Other (describe):

C. Storage

1) How do you ensure organic products are not commingled with nonorganic products in storage?
☐ Not applicable, all organic.   ☐ All products sealed and labeled.   ☐ Storage areas dedicated to, and identified as, organic.
☐ Other (describe):

D. Packaging & Shipping

1) Are all packaging materials free of prohibited materials (e.g. fungicides, preservatives, fumigants)?
☐ Yes   ☐ Not applicable, no packaging.
2) How do you prevent commingling of outgoing organic and nonorganic products?
☐ Organic never shipped with nonorganic.   ☐ Clearly labeled packages/pallets.   ☐ Organic product sealed or shrink wrapped.
☐ Separate areas in vehicle.
☐ Other (describe):

| COR COMPLIANCE PROGRAM | ORGANIC PRACTICES TO PREVENT COMMINGLING AND CONTAMINATION | OSP SECTION: **H4.0 COR** |

Find all forms at www.ccof.org/documents. Send completed forms to inbox@ccof.org.   **Page 2 of 3**

The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

3) Are any products shipped in **unsealed** or **permeable packaging** (e.g. clamshells, open boxes, trucks) or in **reusable containers/vehicles** (e.g. RPCs, tankers, railcars)?

Transporters that combine or split unpackaged loads must be certified organic.

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

a) If yes, how do you ensure contamination and commingling will be prevented during transport (e.g. protection from sanitizer residue, gases, liquids)? Check all that apply.

Transporter records must be available for review at inspection, e.g. bill of lading, manifest, transaction certificate, shipping and delivery records, invoices, chain of custody, truck and trailer numbers, lot number.

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

☐ Truck cleaning procedures   ☐ Wash tags   ☐ Tanker Seals

☐ Other (describe): _____

E. Water & Water Additives

Water used in food production must meet applicable drinking water regulations.

1) Is water used as an ingredient in organic products or used in direct contact with organic products, e.g. wash or flume water or crops washed in the field?

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

2) If you treat water on-site (e.g. RO, UV, carbon filtration, water softeners, pH adjustment), does the treated water meet applicable drinking water regulations? Contact treatment manufacturer if you are unsure.

☐ Yes. *CCOF may request documentation that treated water meets applicable drinking water regulations.*

☐ N/A, water not treated.

3) Is water used in direct contact with organic products, e.g. wash water?

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

a) If yes, do you add any substances to water that contacts organic products, e.g. peracetic acid, hydrogen peroxide, chlorine?

☐ No   ☐ Yes, list materials on your **COR Handler Materials Application (OSP Materials List)**.

b) 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. *Chlorine levels in water that contacts organic products shall not exceed maximum levels for safe drinking water.*

4) Does steam contact organic products or packaging?

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

a) If yes, and steam boiler is used, list each boiler chemical on your **COR Handler Materials Application (OSP Materials List)** and attach an ingredient statement for each: ☐ Attached   ☐ N/A, no boiler used

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

F. Equipment Cleaning and Sanitation

*All detergents used on organic contact equipment must be biodegradable. List all detergents and sanitizers on your **COR Handler Materials Application (OSP Materials List)***

1) List all equipment and surfaces that organic products contact during **handling, processing, transport, or storage** and describe the cleaning practices. Or provide this information as an attachment (ex: SSOP for organic): ☐ Attached

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

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COR COMPLIANCE PROGRAM

ORGANIC PRACTICES TO PREVENT COMMINGLING AND CONTAMINATION

OSP SECTION: H4.0 COR

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

Page 3 of 3

The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

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

3) If equipment is **purged*** (not cleaned) between runs, describe the purge procedure, including the product and quantity purged, where it goes, and how this is documented. ☐ Attached

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

4) Do you use any substances for cleaning or sanitation that are not on the COR Permitted Substances List section 7.3?

   ☐ No, not applicable. Skip to question F5. ☐ Yes. Complete this section.

   a) What removal event do you use to ensure that there are no residues on organic contact surfaces?

   ☐ Rinsing

   Residue Testing: ☐ pH ☐ Quaternary Ammonia ☐ Other testing: _____

   b) If substances are used that are not on the COR Permitted Substances List section 7.4, how do you minimize the environmental impact of the effluent discharge? ☐ Attached

5) If cleaning is NOT documented, explain why not:

G. Facility Pest Management

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

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

2) Which of the following management practices do you use to **prevent** pests? Must use at least one:

   ☐ Remove pest habitat, food sources, and breeding areas. ☐ Prevent access to handling facilities.

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

   ☐ Other (describe): _____

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

   ☐ N/A, none used ☐ Mechanical or physical controls, including traps, light, or sound.

   ☐ Lures and repellents as listed in Table 8.2 of *CAN/CGSB -32.311, Organic Production Systems- Permitted Substances Lists (PSL)*. List lures and repellents that you apply in organic production and storage areas on your **COR Handler Materials Application (OSP Materials List)**.

4) Are the measures listed above in questions G2 and G3 sufficient to prevent or control pests?

   ☐ Yes. Skip to question G6. ☐ No

   a) If no, explain: _____

   b) If no, list pest control materials from Table 8.2 of the PSL that you apply in organic production and storage areas on your **COR Handler Materials Application (OSP Materials List)**.

   Table 8.2 PSL materials include carbon dioxide, vitamin D3, boric acid, diatomaceous earth, and more.

5) Are Table 8.2 PSL materials listed on your OSP Materials List sufficient to prevent or control pests?

   ☐ Yes ☐ No ☐ N/A, none used

   a) If no, explain below (or attach justification). List pest control materials **not on the PSL** that you apply in organic production and storage areas on your **COR Handler Materials Application (OSP Materials List)**. ☐ Letter of justification attached

6) How do you prevent pest control materials from contacting organic products, ingredients, and packaging materials?

   ☐ Remove product and packaging from areas to be treated ☐ Wash and rinse organic contact surfaces after treatment

   ☐ Cover equipment used for organic handling ☐ Purge equipment with nonorganic product

   ☐ Other (describe): _____

7) Where do you record pest control material use and measures taken to protect organic products or packaging?

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

   ☐ Other (describe): _____

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The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

Operation Name: _____   **Date:** _____

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

► Complete a separate H5.0 COR Record Keeping form for each process or product when different record keeping systems are used.

Facility, product, and/or process covered by this plan:

_____

A. Location of Records

Location where your organic product records can be reviewed during inspection.

Address: _____

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

Contact(name/title): _____

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

B. Tracking Organic Products

Your audit trail records and documents must identify products and ingredients as organic. Work with your suppliers to ensure that their documents also indicate organic status.

1) **Describe Audit Trail System** - Describe or attach a diagram of how your audit trail/trace-back system tracks products from inbound receiving through production or packing to final outbound shipping or invoice. ☐ Description and/or diagram attached

   a) **Common audit trail documents** – Bills of Lading (BOL), purchase orders, invoices, contracts, packing slips, certificate of analyses, import records, product specification sheets, receiving logs, inventory logs, batch records, manifests, transaction certificates, shipping and delivery records (weigh tickets, scale tickets, receipts, tags), chain of custody, truck and trailer numbers, clean truck affidavits.

   b) **Uncertified suppliers** – Audit trail information is required for each incoming shipment from an uncertified handler (broker, trader, wholesaler, distributor, or importer). Receiving procedures must include verification, documentation, and traceability to the last certified operation. Sourcing from uncertified handlers may require additional audit trail verification at inspection.

2) **Sample Audit Trail** - Attach sample audit trail documents to demonstrate your system. ☐ Documents attached

3) **Export** - Do you export organic products? ☐ No ☐ Yes

   Note that depending on the destination country, enrollment in CCOF's GMA Program may be necessary and different export certificates may be needed. If you export to the US, you must enroll in CCOF's GMA Program for Canada-US Equivalency and must request NOP Import Certificates from CCOF. See the GMA Application and contact export@ccof.org for more details.

4) **In/Out Mass Balance** - Describe the records and system you use to track inventory of ingredients and products. You may attach sample documents to illustrate (e.g. monthly log of beginning and ending inventory). Describe any abbreviations or acronyms used in your records to indicate that products are organic. *CCOF inspectors will verify that you received sufficient organic ingredients/products to account for final production and sale of organic.*

	COR COMPLIANCE PROGRAM	RECORD KEEPING FOR HANDLERS	OSP SECTION: **H5.0 COR**

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

The CCOF Canadian Organic Regime (COR) Compliance Program is ONLY for operations located in Canada

C. Lot Numbering

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

EXAMPLE: **Lot Number**: *0123A045*

Code	*0*	*123*	*A*	*O*	*45*
Signifies	*Year: 2000*	*Julian date :production*	*Shift*	*Organic*	*Plant location*

Lot Number: _____

Code						
Signifies						

2) Where does the lot number appear? Select all that apply.

☐ Printed on retail label   ☐ Printed on nonretail label, shipping container, or package   ☐ Other (describe):

_____

3) How is the lot number linked to audit trail documentation associated with outgoing shipments? Select all that apply.

☐ On invoice or Bill of Lading   ☐ On a "pick list" or "ship list"   ☐ Other (describe):

_____

Global Market Access (GMA) Application

Find this form at www.ccof.org/resources

► The CCOF GMA program reviews your operation for compliance with the equivalence arrangements between:
  o USDA National Organic Program (NOP) with Canada, the EU, UK, Japan, Korea, Switzerland, and Taiwan
  o Canada Organic Regime (COR) with the US, the EU, UK, Japan, Switzerland, and Taiwan
► Complete information regarding program and export market requirements and fees can be found in the **GMA Program Manual**.

You will be enrolled in the GMA program if you check any of the following:

► **I am in the US (certified to NOP), and I:**
  ☐ Export CCOF certified organic products to Canada, the EU, UK, Japan, Korea, Switzerland, Taiwan from the US.
  ☐ Design labels for products that will be sold in Canada, the EU, UK, Japan, Korea, Switzerland, or Taiwan.
  ☐ Sell CCOF certified organic products to any buyer who requires international verification.

► **I am in Mexico (certified to NOP), and I:**
  ☐ Export CCOF certified organic products to Canada from Mexico.
  ☐ Design labels for products that will be sold in Canada.
  ☐ Sell CCOF certified organic products to any buyer who requires Canadian verification.

► **I am in Canada (certified to COR), and I:**
  ☐ Export CCOF certified organic products to the US, the EU, UK, Japan, Switzerland, or Taiwan from Canada.
  ☐ Design labels for products that will be sold in the US, the EU, UK, Japan, Switzerland, or Taiwan.
  ☐ Raise livestock or make livestock products that are exported to the US from Canada.
  ☐ Sell CCOF certified organic products to any buyer who requires international verification.

The following require a different CCOF program and application:

► **Mexico Compliance Program:** US based operations who plan to export to Mexico.
  www.ccof.org/page/ccof-international-programs
► **GMA Wine program:** US operations who plan to export wine to the EU, UK, or Switzerland. You must complete the GMA application (this form) and the **GMA Wine Approval Application**.

A. General Information

Operation Name:	Client Code:	Date:

1)	Which foreign markets are you planning to export to, directly or indirectly (as an ingredient or through brokers/traders, etc.)?	☐ Canada ☐ EU/UK ☐ Japan ☐ Korea ☐ Switzerland ☐ United States ☐ Taiwan ☐ Other:
2)	*Growers:* What crops do you plan to export directly or indirectly (as an ingredient or through brokers/traders, etc.) to these foreign markets?	☐ N/A, I do not grow crops. ☐ All crops from all parcels. ☐ Limited, describe:
3)	*Handlers:* Submit a **Product Application** to indicate which products will be exported directly or indirectly (as an ingredient or through brokers/traders etc.) to these foreign markets. *Brokers:* Submit your **H2.6 Broker Suppliers** list to indicate which products will be exported.	☐ **Product Application** or **H2.6 Broker Suppliers** attached
4)	How do you prevent export of products that are not compliant for the destination market? *Select all that may apply.*	☐ Crops, ingredients, and finished products meeting different international standards are separated and clearly labelled in storage. ☐ Inventory system tracks ingredients that are compliant for export. ☐ Lot coding system indicates products that are compliant for export. ☐ Sales system only allows export of compliant products. ☐ Customer is responsible for export. I indicate each product's international compliance to my customer. ☐ All parcels are compliant for all international markets. ☐ Other, describe:

B. Labeling and Product Identification

► **All labels used for exported products must meet the labeling requirements of the importing country.** Each country has different labeling requirements. Review the **International Market Labeling Guide** for more information. CCOF only reviews English or Spanish language and national organic seals. Work with your importer to ensure that labels meet other requirements in the destination market, in addition to organic requirements.

1) How are your exported products labelled? *Select all that may apply to any exported product. Ensure export labels and documents meet requirements in the **International Market Labeling Guide**.*	☐ I use export labels that are different from my domestic labels. *Submit all export labels to CCOF for pre-approval prior to printing.* ☐ I use the same labels that are already approved for domestic sales. ☐ Importer labels product and has ensured that labels meet the requirements of the destination market. *CCOF does not review labels applied by your importer.* ☐ Product is bulk/wholesale (non-retail) and required information is provided in shipping/sales documents. *Allowed for EU, Japan, Korea, Switzerland, Taiwan, and UK. Allowed for export to Canada only when product is unpackaged i.e. shipped by railcar.* ☐ N/A, do not directly export. Describe:
2) For retail products exported to Japan, how is the JAS seal applied? *Visit www.ccof.org/japan for more information.*	☐ N/A, no retail products exported to Japan. ☐ JAS certified importer applies their JAS seal in Japan. *CCOF does not review labels applied by your importer.* ☐ I have signed a JAS Seal Consignment Contract with my JAS certified importer to apply their JAS seal directly to products in the US or Canada. ☐ I have direct JAS certification through a JAS accredited certifier.
3) Do your export labels meet domestic labeling requirements?	☐ No. Containers and documents are marked "For Export Only" and evidence will be available during CCOF inspections. *Required.* ☐ Yes. Export labels meet domestic labelling requirements.

C. NOP Exports (Operations in the US/Mexico): Terms and Critical Variances (Only answer for applicable markets)

► If you are exporting products produced or manufactured by other operations, you will need to demonstrate that the entire supply chain is compliant or equivalent to the destination market. CCOF does not require additional verification for NOP certified products when they are not at risk of the critical variances for the destination market.

Market	Management Practice/Concern	Answer
Canada (Prohibited)	1) *Growers:* Do you use sodium (Chilean) nitrate on your crops?	☐ N/A, I do not grow crops. ☐ No, I do not use sodium nitrate on my crops. ☐ Yes, I use sodium nitrate on my crops. *Prohibited for export to Canada.* ☐ Sodium nitrate is used on some crops but not others. Describe:
Canada (Prohibited)	2) *Growers:* Do you use hydroponic or aeroponic production methods?	☐ N/A, I do not grow crops. ☐ No, hydroponic/aeroponic methods are not used. ☐ Yes, hydroponic/aeroponic methods are used. *Prohibited for export to Canada.* ☐ Hydroponic/aeroponic methods are used for some crops but not others. Describe:
Canada (Required)	3) *Handlers:* Do you have supplier documentation that exported products were not produced using sodium (Chilean) nitrate?	☐ N/A, no suppliers. I grow my own crops or livestock products for export. ☐ N/A, I plan to export products to Canada that are not high-risk for sodium nitrate. *High risk crops: carrots, celery, some cole crops, fresh tomatoes, some leafy greens, some grains, onions, potatoes, tobacco, some citrus. See www.ccof.org/canada for current list of high-risk crops.* ☐ Yes, I have attached **supplier attestation** or certifier verification for any ingredients/products at high-risk for sodium nitrate. Products containing high-risk crops without supplier documentation will not be exported to Canada. *Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

Market	Management Practice/Concern	Answer
Canada (Required)	4) *Handlers:* Do you have supplier documentation that exported products were not produced with hydroponic or aeroponic methods?	☐ N/A, no suppliers. I grow my own crops or livestock products for export. ☐ N/A, I plan to export products to Canada that are not high-risk for hydroponic or aeroponic production. *High risk crops: container grown annual crops (excluding annual seedlings), container grown strawberries. See www.ccof.org/canada for current list of high-risk crops.* ☐ Yes, I have attached **supplier attestation** or certifier verification for any ingredients/products at high-risk for hydroponics or aeroponics. Products containing high-risk crops without supplier documentation will not be exported to Canada. *Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*
Canada (Required)	5) Do all organic non-ruminant livestock & livestock products meet the livestock stocking rates set forth in the Canadian Standard?	☐ N/A, not exporting non-ruminant livestock products or ingredients. ☐ Yes, all non-ruminant livestock & products meet the stocking rates. *Handlers must attach **supplier attestation** or certifier verification for any non-ruminant livestock ingredients/supplies.* ☐ No, non-ruminant livestock do not meet the stocking rates set forth in the Canadian Standard. *Prohibited for export to Canada.* ☐ Only some meet the stocking rates, others do not. Describe:
Korea (Required)	6) Are products planned for export considered "processed foods" as defined by **Korean Food Code** (i.e. transforming raw commodity so that the original form cannot be recognized)?	☐ Yes, I plan to export processed food as defined by Korean Food Code. ☐ No, all of the products I plan to export are raw, unprocessed, or non-food products. *Prohibited for export to Korea.* ☐ Some products I plan to export are raw, unprocessed, or non-food products. Describe:
Korea (Required)	7) Does final processing (as defined in the **Korean Food Code**) occur in the U.S.?	☐ Yes, I plan to export products processed in the US. ☐ No, I plan to export products processed outside the US. *Prohibited for export to Korea.* ☐ N/A, all of the products I plan to export are raw or unprocessed. *Prohibited for export to Korea.* ☐ Some products I plan to export are processed outside the US. Describe:
EU, UK, Switzerland, Japan, Taiwan (Required)	8) Does production or final processing/packaging occur in the US?	☐ Yes, I plan to export products produced, processed or packaged in the US. ☐ No, I plan to export products produced, processed or packaged outside the US. *Prohibited.* ☐ Some products I plan to export are produced, processed or packaged outside the US. Describe:

D. NOP Exports (Operations in the US/Mexico): Equivalence Exclusions

Market	Product	Details
Canada	1) Pet food, personal care products, and natural health products	These products are not covered by the equivalence arrangement but may be sold as NOP certified in Canada. Reference to COR is prohibited.
EU, UK, and Switzerland	2) Wine	Wine must meet organic winemaking requirements of the destination market. If you produce or export wine to the EU, UK or Switzerland, complete the **GMA Wine Approval Application** in addition to this application.
EU, UK, and Switzerland	3) Cosmetics	Cosmetics are not covered by the equivalence arrangement and may not be labelled with the EU seal. The production and labelling of organic cosmetics is not regulated at the EU level. Operations should contact their importer or national authorities for country-specific requirements.
Japan	4) Alcohol, non-food processed products, and honey	These products are not covered by the equivalence arrangement but may be sold as NOP certified in Japan. Reference to JAS is prohibited. Products containing honey (up to 5%) may be exported under the arrangement.
Korea	5) Raw/unprocessed foods and non-food processed products	Raw/unprocessed food and non-food products are not covered by the equivalence arrangement.
Taiwan	6) Honey	Pure honey is excluded from the equivalence arrangement. Processed products containing honey may be exported under the arrangement.

E. COR Exports (Operations in Canada only): Terms and Critical Variances (Only answer for applicable markets)

► If you are exporting products produced or manufactured by other operations, you will need to demonstrate that the entire supply chain is compliant or equivalent to the destination market. CCOF does not require additional verification for COR certified products when they are not at risk of the critical variances for the destination market.

Market	Management Practice or Product	Answer
US (Prohibited)	1) Do you produce or use product produced from livestock treated with antibiotics?	☐ N/A, not exporting livestock products. ☐ No, livestock products were produced without antibiotics. *Handlers must provide supplier self-attestation or certifier verification.* ☐ Yes, livestock products were produced with antibiotics. Describe:
EU, UK, and Switzerland (Required)	2) Are all unprocessed plant products, live animals or unprocessed animal products, and vegetative propagating material and seeds for cultivation grown in Canada?	☐ N/A, only processed products exported. ☐ Yes, all grown in Canada. ☐ No, grown outside of Canada. Describe:

F. COR Exports (Operations in Canada only): Equivalency Exclusions

Market	Product	Details
Japan	1) Seaweed, and honey	These products are not covered by the equivalency but may be sold as COR certified in Japan. Reference to JAS is prohibited. Products containing honey (up to 5%) may be exported under the equivalency.
Taiwan	2) Honey	May not be sold as organic in Taiwan.