



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 »



CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

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 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 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 expedited service cost?

- New certification applicants (for a single inspection); 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
- Addition of a new NOP scope to your existing CCOF certification (for a single inspection); includes add scope fee: \$2,475
- Annual inspection of existing certification (for a single inspection): \$1,893.75
- 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.

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.
- 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. *(If a sample is taken during the inspection, the 3-business day 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.

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 Application Add Facility/equipment Add Acreage Add Scope 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:** _____

CCOF Certification Financial Assistance Application

Fill out this form to apply for financial assistance for CCOF certification fees.

FEE WAIVERS ARE AVAILABLE FOR:

- Underserved Producers in the United States
- Limited Resource Operations in Mexico
- Hardship – Declared Emergency
- Previously Incarcerated Individuals
- 100% Female or Nonbinary Owned Operations
- Schools/Nonprofits
- Veterans

CLIENT INFORMATION:

OPERATION NAME: _____

CLIENT CODE: _____

New Applicant:

Yes

No

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

What most closely describes your gender? _____

What is your racial or ethnic heritage? _____

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:

If the operation is not 100% wholly owned, provide the following information about all other owners:

Owner Name(s)	Racial/Ethnic Heritage	Gender Description	% Owned

1. What was your gross annual income from organic production last year (in U.S. dollars)?

2. Describe your hardship with as much detail as possible:

Please include: What was the hardship? Who/what did this hardship affect? When did it occur?

3. Is this need related to a State or Federally Declared Emergency?

YES

NO

If yes, what declared emergency were you impacted by (e.g., wildfire, flood)? Please list below

4. Are you a veteran of the armed forces?

YES

NO

5. 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, 2155 Delaware Avenue, Suite 150, Santa Cruz, CA 95060



California Certified Organic Farmers®
©2020 CCOF Certification Services, LLC; CCOF, Inc.; CCOF Foundation
T: (831) 423-2263 | F: (831) 423-4528 | ccof@ccof.org





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.

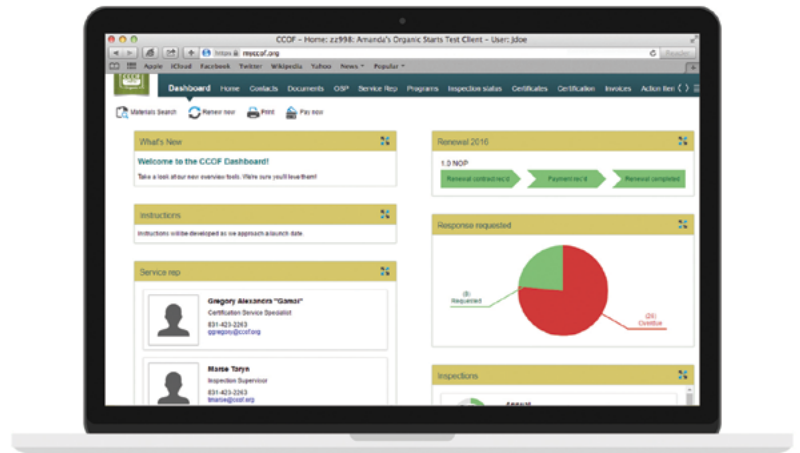
» Track Clients & Facilities

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
<input type="checkbox"/>	cc1652	Red Barn Farm	1.0 NOP	Surrendered	●		
<input type="checkbox"/>	tt9385	Piggies and Parsnips	1.0 NOP 2.0 GMA	Certified	●		



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



CCOF CERTIFICATION CONTRACT

- ▶ 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 Certification Contract (this 5-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 Livestock Producer OSP Forms](#)
 - [Guide to Handler OSP Forms](#)
- \$350 Application fee
 - 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:

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: _____

3) Physical Location of Your Operation.

Where organic production occurs, or records are kept (for broker/trader/private label owners). Your physical location will be inspected and will be listed on your organic certificate:

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 CERTIFICATION CONTRACT

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?

Per 7 CFR §205.201(a)(3), applicants shall provide CCOF with an adequate response to this question.

Annually Quarterly Monthly

Other (describe): _____

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 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 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.

USDA National Organic Program (NOP) Compliance

Base program for operations in the US or Mexico. Farm operations converting to organic production with intention to be certified under the NOP will be reviewed for transitional certification.

Complete the Organic System Plan.

Canadian Organic Regime Compliance

Base program for operations in Canada only. Complete the COR Organic System Plan.

CCOF Global Market Access Program:

Export verification for:

US to Canada, the EU/UK, Japan, Korea, Switzerland, and Taiwan; Mexico to Canada; Canada to the US, the EU/UK, Japan, Switzerland, and Taiwan. Complete the [GMA application](#).

CCOF Mexico Compliance Program

Required for operations in Mexico; export verification for shipments to Mexico. Complete the Mexico Compliance Program application.

2) Does this operation produce or handle:

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



CCOF CERTIFICATION CONTRACT

- 3) 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: _____
- 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 this operation currently certified organic?
 No Yes, attach certificate and completed [Certification Transfer Form](#).
- 6) 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 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
- 7) 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: _____

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. Visit the CDFA Organic Program webpage or contact your local County Agricultural Commissioner for more information if you produce organic crops, livestock, or process meat, fowl, or dairy products. Contact the Department of Health Services if you process or handle any other organic products. [California Organic Products Act of 2003].

- 1) California Organic Program Registration number (grower and post harvest handling). *Example: 12-123456*.

- 2) Department of Health Services Organic Registration number (processing). *Example: 12345*.

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. Enter your credit card information on page 4 or attach another form of payment.

- 1) **All Operations:** Current or expected total value of certified organic production/sales/services (gross, next 12 months)

- a) **Farm and Livestock operations:** 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) **Handlers/processors/private labelers and other non-farm businesses:** 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) **Retail and Restaurant operations:** Current or expected number of stores (next 12 months).



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 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 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.
 - 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 Program Manual.

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 CERTIFICATION CONTRACT

Operation Name: _____ Date: _____

H. Credit Card Payment Information

Type of Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> 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):	
CCOF applies a 3% surcharge to each credit card transaction. No additional surcharge is applied to debit card transactions.			
Signature:			

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.

- Online Presence:

<input type="checkbox"/> Facebook: _____	<input type="checkbox"/> LinkedIn: _____
<input type="checkbox"/> Instagram _____	<input type="checkbox"/> Pinterest: _____
<input type="checkbox"/> Twitter _____	<input type="checkbox"/> Youtube: _____
- Sales Methods:

<input type="checkbox"/> Community Supported Agriculture (CSA): _____
<input type="checkbox"/> Copacking Services (CS): _____
<input type="checkbox"/> Export (EX): _____
<input type="checkbox"/> Farmer's Market (FM): _____
<input type="checkbox"/> Ingredients (Ing): _____
<input type="checkbox"/> Internet (WWW): _____
<input type="checkbox"/> Produce Stand (PS): _____
<input type="checkbox"/> Retail (R): _____
<input type="checkbox"/> Tasting Room/Winery: _____
<input type="checkbox"/> U-Pick (UP): _____
<input type="checkbox"/> Wholesale (WS): _____
- Apprenticeship Options:

<input type="checkbox"/> Apprenticeship Offered: _____
Terms: <input type="checkbox"/> Board <input type="checkbox"/> Internships <input type="checkbox"/> Wage <input type="checkbox"/> Other: _____
- Company Statement (Promotional/sales/informational or public statement about your company):

J. Additional Service Opportunities (optional)

Check any additional services you may be interested in and a CCOF representative or partner organization will contact you.

- GLOBALG.A.P PrimusGFS Regenerative Organic Certified (ROC) OPT Grass-Fed Program
- OCal Cannabis Certification (CA operations only) Other: _____



- ▶ **Complete all OSP section(s) listed for each activity that matches your current organic activities or plans.** Do not complete sections that are not applicable to your operation.
- ▶ If your activities change in the future, you may need to either complete additional OSP forms or retire OSP forms.

If you do this:

Fill out these forms:

1) Apply for CCOF organic certification for crop production.	<ul style="list-style-type: none"> • CCOF Certification Contract • Parcel Application (for each parcel) • Grower Materials Application (OSP Materials List) • G4.0 Rotation & Soil Management • G4.2 Natural Resources • G5.0 Pest Management • G6.0 Production • G6.1 Harvest & Transport • G7.0 Labeling (attach all labels) • G8.0 Record Keeping
2) Use seed, annual seedlings (transplants), or planting stock.	<ul style="list-style-type: none"> • G3.0 Seeds and Planting Stock
3) Production of crops, seedlings, or other plant material that does not take place in the ground, AND/OR production in greenhouses, shadehouses, or buildings.	<ul style="list-style-type: none"> • G3.1 Container & Greenhouse/Shadehouse Production
4) Grow mushrooms.	<ul style="list-style-type: none"> • G3.2 Mushroom Production
5) Use compost, manure, or similar.	<ul style="list-style-type: none"> • G4.1 Compost and Manure
6) Store crops.	<ul style="list-style-type: none"> • G6.2 Storage
7) Perform simple post-harvest handling of only my own organic crops at my own facility/location.	<ul style="list-style-type: none"> • G6.4 Simple On-Farm Post Harvest Handling
8) Source organic products from other operations AND/OR sell organic products directly to consumers.	<ul style="list-style-type: none"> • G6.5 Sourcing Products & Direct Marketing
9) Package products under a brand or private label owned by someone else.	<ul style="list-style-type: none"> • Co-Packer Application (complete if indicated in G7.0 Labeling)
10) Use an uncertified storage facility to store organic crops in sealed, tamper-evident packaging, OR source organic products from an uncertified operation.	<ul style="list-style-type: none"> • Exempt Handler Affidavit (for each uncertified handler)
11) Perform post-harvest handling or processing at my own facility, AND/OR import organic products into the United States.	<ul style="list-style-type: none"> • Guide to Handler OSP Forms Complete applicable forms as directed
12) Apply for CCOF organic certification of livestock. <i>Not available in Mexico or in Spanish.</i>	<ul style="list-style-type: none"> • Guide to Livestock Producer OSP Forms • Complete applicable forms as directed
13) Apply for CCOF organic certification for wild crop harvesting.	<ul style="list-style-type: none"> • Guide to Wild Crop OSP Forms • Complete applicable forms as directed
14) Located in the US and export, design export labels, or sell to a buyer who requires international verification.	<ul style="list-style-type: none"> • Global Market Access Program Application (exports to Canada, EU, UK, Japan, Korea, Switzerland, Taiwan) • Mexico Compliance Program Application (exports to Mexico)
15) Located in Mexico.	<ul style="list-style-type: none"> • Mexico Compliance Program Application
16) Located in Mexico and export, design export labels, or sell to a buyer who requires international verification.	<ul style="list-style-type: none"> • Global Market Access Program Application (exports to Canada) • NOP Import Certificate Request Form (exports to US)
17) Grow crops for a CCOF certified entity and I want my CCOF-certified customer to manage my certification.	<ul style="list-style-type: none"> • Contracted Partner Program Application (optional)



Operation Name: _____ Date: _____

- ▶ Applicants for certification: Complete this form to describe your parcels used for organic crop production and/or livestock grazing or outdoor access.
- ▶ Certified operations: Complete this form to add a new parcel to your certification (including land adjacent to existing parcels). **This form and supporting documents (map, land history) must be reviewed by CCOF prior to inspection of a new parcel. Submit this form and supporting documents to the CCOF office.** See our [Add Acreage Instructions](#) available at www.ccof.org/documents for fees and other details.
- ▶ To update crops for parcels that appear on your CCOF Client Profile, submit a [Crop Update](#) form, available at www.ccof.org/documents.

A. Parcel Location and Crops

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

1) Parcel name or code: _____

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

3) Street address: _____

City: _____ County: _____

State/Province: _____ Country: _____

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

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

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

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

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

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

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

Crop	# of Acres	Crop	# of Acres

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

No Yes. Complete or update [G3.1 Container & Greenhouse/Shadehouse Production](#).



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

No. Skip to section B.

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

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

b) Date of installation: _____

B. Transitional Status

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

C. Livestock Use Not used for organic livestock

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

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

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

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

4) Additional information about your plans:

D. Adjacent Land Use and Buffer Zones

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

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

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



E. Maps

Our [Parcel Maps Guide](http://www.ccof.org/documents) is available at www.ccof.org/documents.

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

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

F. Land History & Activities

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

- 1) When did you begin managing this parcel? M: _____ D: _____ Y: _____
(The date you bought, began leasing, or otherwise became responsible for management of the land)
- 2) Is this parcel currently certified organic?
 Yes. Skip to section G. No. Complete this section.
- 3) Is all production at this parcel in containers AND on permanent, solid, impermeable flooring (e.g. concrete)?
 Yes. Skip to section G. No, all production is in-ground. Complete this section.
 No, container production is in containers on land OR on a permeable or removable surface. Complete this section.
- 4) Date of the Last Prohibited Material application (DLPM): M: _____ D: _____ Y: _____
(The most recent application of any prohibited material, including fertilizers, pesticides, and any other materials such as treated seed, adjuvants, etc.)
- 5) Material(s) applied on the DLPM: _____
- 6) If you have not managed the parcel for the entire past three years (or since the DLPM identified above, if < 3 years ago), identify the person(s) who had control of the parcel prior to your management. Attach additional pages if necessary.
 N/A, my operation has had control of the parcel for the past three years (or since the DLPM if < 3 years).
 Additional page(s) attached

Owner or Manager (check one)	Name	Start Date (MM/YY)	End Date (MM/YY)
<input type="checkbox"/> owner <input type="checkbox"/> manager			
<input type="checkbox"/> owner <input type="checkbox"/> manager			
<input type="checkbox"/> owner <input type="checkbox"/> manager			



- 7) What crop production or other activities have occurred on this parcel during the past three years (or since the DLPM if < 3years)?
- | | | | | | |
|--|----------|----------|----|----------|----------|
| <input type="checkbox"/> Fallow | M: _____ | Y: _____ | TO | M: _____ | Y: _____ |
| <input type="checkbox"/> Cover cropping | M: _____ | Y: _____ | TO | M: _____ | Y: _____ |
| <input type="checkbox"/> Pasture | M: _____ | Y: _____ | TO | M: _____ | Y: _____ |
| <input type="checkbox"/> Production of crops (list crops grown in box below) | M: _____ | Y: _____ | TO | M: _____ | Y: _____ |
| <input type="checkbox"/> Other (describe in box below) | M: _____ | Y: _____ | TO | M: _____ | Y: _____ |
- a) Additional information regarding the activities listed above:

- 8) Since the DLPM, have prohibited materials of any kind been applied to any parcel borders or portions of the parcel not submitted for certification (e.g. herbicides or other prohibited materials applied to blocks or lots associated with the same APN, or to land contained under the same CA pesticide use reporting site ID)?
- No. Skip to section G. Yes. Complete this section.
- a) Describe below, including names of materials used and application dates, and attach a map clearly showing locations of use.
- Map attached

G. Verification of Land History & Activities

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

- ▶ Provide one of the following to verify land history.
 - If the field is **currently certified organic**, provide **both** of the following:
 - A copy of a current organic certificate listing that field/parcel
 - Verification there has been no lapse in organic management (for example, written confirmation from current certifier, completed Affidavit of Land History covering relevant time period, etc.)
 - If the field is **not currently certified organic**, provide **one** of the following:
 - One or more copies of the Affidavit of Land History, signed and dated by each person identified in question F6 above, OR
 - Alternative documents, signed and dated by each person identified in question F6 above, which contain all of the information requested in the Affidavit of Land History
- ▶ For **container systems**: Provide one of the following: Not applicable, all crops are grown in ground.
The parcel will be evaluated for certification for future container production only.
 - If all production at the parcel is in a **container system built or maintained on land**, provide the appropriate land history as noted in one of the two bullet points above, **AND**:
 - A statement signed and dated by an authorized representative of your operation listing:
 - 1) The planting date for your current container-grown crops **and**
 - 2) The full names of all materials used or applied from that date through the present, including the growing media/substrate and all fertility, pest control, and other materials used to date.
 - If all production at the parcel is in a **container system on permanent, solid, impermeable flooring**, provide the following:
 - A statement signed and dated by an authorized representative of your operation listing:
 - 1) The planting date for your current container-grown crops **and**
 - 2) The full names of all materials used or applied from that date through the present, including the growing media/substrate and all fertility, pest control, and other materials used to date, **and**
 - 3) A description of the removal of potential contamination sources prior to transition to organic production.



Affidavit of Land History

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

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

Parcel name: _____

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

Parcel acreage: _____

Street address: _____

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

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

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

_____ through _____
 MM/DD/YY MM/DD/YY

I have this knowledge because:

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

C. Attestation of Material Use:

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

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

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

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

Name (Print): _____ Title: _____

Company: _____

Email: _____ Phone: _____

Signature: _____ Date: _____



Operation Name: _____ Date: _____

- ▶ **Submit this form with your application for certification.**
- ▶ **List all materials used or planned for use.**
- ▶ **Review all sections for applicability to your operation. Complete each one or mark “not applicable” as appropriate.**
- ▶ CCOF will review all materials listed and provide you with a copy of your **OSP Materials List** listing approved materials.
- ▶ To add or remove materials after your initial application, update your OSP Materials List using [MyCCOF Material Search](#), email inbox@ccof.org, or otherwise notify CCOF of requested changes. See our [Materials Guide](#) for more details.

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

A. Crop Fertilizers and Soil Amendments

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

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

Not applicable, none of these. Other list attached

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

B. Crop Pest, Weed, & Disease Control Materials

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

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

Not applicable, none of these. Other list attached

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



C. Crop Management Tools and Production Aids

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

Not applicable, none of these. Other list attached

Full product name, including formulation	Full manufacturer name	Reason for Use
<i>Example: ABC Seed Pro</i>	<i>XYZ Manufacturing, LLC</i>	<i>Seed coating</i>

D. Post-Harvest Handling: Direct Contact Materials

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

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

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

E. Post-Harvest Handling: Equipment Sanitizers and Cleaners

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

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

Material Type <i>Active ingredient shown on product label</i>	Used ?	Rinsed? (Yes/No)	Where Used <i>Example: packing line</i>
Detergent, soap, or cleaner <i>Must rinse</i>	<input type="checkbox"/>		
Chlorine <i>Only Calcium hypochlorite, chlorine dioxide, sodium hypochlorite, or hypochlorous acid (generated from electrolyzed water)</i>	<input type="checkbox"/>		
Peracetic acid/peroxyacetic acid	<input type="checkbox"/>		
Phosphoric acid	<input type="checkbox"/>		
Alcohol <i>Only ethanol or isopropanol; must air dry or rinse</i>	<input type="checkbox"/>		
Citric acid	<input type="checkbox"/>		
Hydrogen peroxide	<input type="checkbox"/>		
Ozone	<input type="checkbox"/>		
Quaternary ammonium sanitizer <i>Must rinse and test for zero residue</i>	<input type="checkbox"/>		
Other or unknown <i>Attach label listing ingredients; rinse may be required:</i>	<input type="checkbox"/>		



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

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

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

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

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

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

Any pest control material that does not fit into one of the categories in table F above is considered a Non-National List material. Non-National List pest control materials may be used only if preventative practices, mechanical/physical controls, and National List materials are not sufficient to prevent or control pests.

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

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

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



Operation Name: _____ Date: _____

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

A. Seeds & Planting Stock

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

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

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

None used Organic (untreated) Organic (with treatment)

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

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

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

Produce own organic seedlings. Describe in [G3.1 Container & Greenhouse/Shadehouse Production](#)

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

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

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

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

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

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

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

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

Other (describe): _____

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

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

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

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

Yes. Describe in [G3.1 Container & Greenhouse/Shadehouse Production](#).

B. Commercial Availability

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

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

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

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

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

Yes. Complete this section.



- a) For **all** seed and/or planting stock used at your organic operation, what **general** characteristics (form, quality, quantity) do you require? *The **specific** form, quality, and quantity considerations you use to evaluate commercial availability of **each crop** must be documented in your records.*
 - Available as untreated seed Available with allowed treatment (e.g. pelleting, inoculant)
 - Available as bare root nursery stock Germination rate Drought tolerance Pest or disease resistance
 - Regional adaptation Greater crop yield Bulk quantities available Small quantities available
 - Other (describe):

- 2) How do you determine whether an equivalent organic variety is available in the form, quality, and quantity needed for your operation?
 - Check with at least three suppliers known to offer organic seed and/or planting stock.
 - Another entity searches on my behalf (e.g. crops grown on contract, seed broker/distributor) and checks with at least three suppliers known to offer organic seed and/or planting stock.
 - Other (describe):

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

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

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

C. Genetic Modification (GMO) Not applicable, all seed and/or planting stock is organic. Skip to section D.

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

- 1) How do you document that non-organic seeds and/or planting stock are not genetically modified?
 - Non-GMO statement from the supplier Catalog statement
 - Other (describe):

D. Seed Treatments Not applicable, no seed treatments used. Skip to section E.

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

- 1) For all seed treatments (pelletized, coated, primed, fungicide, insecticide, inoculated), how do you verify that the treatment uses only allowed materials and is non-GMO?
 - OMRI or WSDA listing Approval by CCOF
- 2) Are all seed treatment materials included on your [Grower Materials Application \(OSP Materials List\)](#)? Yes

E. Grafting

- 1) Does your operation graft planting stock?
 - No. Stop this form is complete. Yes. List all materials on your [Grower Materials Application \(OSP Materials List\)](#).
- a) Describe grafting practices:



Operation Name: _____ Date: _____

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

A. Production Types and Locations

1) Which of the following do you produce organically? Check all that apply.

- None of these. Stop. Do not complete this form.
- Annual seedlings (e.g. tomato transplants or other annual plants grown from seed). Indicate which you produce:
 - For on-farm use For sale
- Planting stock (other than annual seedlings) or other nursery production in pots (e.g. ornamentals, potted herbs). Indicate which you produce:
 - For on-farm use For sale
- Edible sprouts (including fodder for livestock)
- Wheatgrass, microgreens, pea/sunflower shoots, or similar
- Mushrooms. Also complete [G3.2 Mushroom Production](#).
- Crops grown to harvest/maturity in containers (e.g. production of tomatoes, cucumbers, berries, greens, or other crops in substrate/growing media, and/or terrestrial plants in hydroponic, aeroponic, or aquaponic systems).
- Crops grown in the ground (not in containers) within greenhouses, shadehouses and/or buildings.

2) For the production types indicated in A1 above, are all growing locations within the boundaries of a certified organic parcel?

All organic growing locations must be listed on your Client Profile prior to organic sales.

- Yes No. Submit [Parcel Application\(s\)](#).

B. Production Materials and Practices

1) Do you use **growing media** (including substrate, planting mix, potting soils, etc.)?

- No, none used. Skip to question B2 below.
- a) Are all components of your growing media (e.g. peat moss, coconut fiber, vermiculite, perlite, sand, compost, microbial inoculants, etc.) listed on your [Grower Materials Application \(OSP Materials List\)](#)? Yes
- b) Is new growing media used for each production cycle? *Spent growing media from nonorganic production may not be reused for organic production.*
 - Yes No, describe source of reused growing media:

c) How is growing media disposed of at the end of the production cycle? *Spent growing media must be managed in a way that does not contribute to contamination or degradation of natural resources.*

- Reused/recycled onsite Composted onsite Other (explain):

2) How do you manage irrigation water effluent and/or runoff to avoid contamination of the surrounding environment (including waterways, soil, etc.)?

- Recaptured/reused Other (explain):

3) Do you produce organic edible sprouts?

- No. Skip to B4 below. Yes. Complete this section.

Organic seed is always required for edible sprout production.

- a) Do you always use organic seed to produce edible sprouts? Yes
- b) Are all sanitizers used on the seed listed on your [Grower Materials Application \(OSP Materials List\)](#)?
 - Not applicable, no sanitizers. Skip to B4 below. Yes. Describe seed sanitizing and rinsing procedures:



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

C. Nonorganic Production in Greenhouses, Shadehouses, and Buildings

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

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

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

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

 - e) How do you prevent contact with prohibited materials applied through shared irrigation systems?
 Not applicable, no shared irrigation systems
 Only apply materials on my OSP Materials List, for both organic and nonorganic production Other (describe):



D. Alternating Production

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

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

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

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

a) List all organic growing locations (e.g. parcel name/greenhouse or building number) you wish to use for alternating production and the crop type(s) to be produced (e.g. annual seedlings, etc).
You must update this plan and re-submit it for approval before using additional locations for alternating production.

b) When do you anticipate using these organic growing locations for nonorganic production?
 Intermittently, based on customer demand On a regular schedule (describe):

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

a) How do you document the following?

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

Production records Cleaning logs Other (describe): _____

CCOF use only:

Plan approved. Notification date: _____

Plan not approved. Notification date: _____



Operation Name: _____ Date: _____

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

A. Mushroom Production

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

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

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

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

Include all substrate ingredients and media on your [Grower Materials Application \(OSP Materials List\)](#)

 - Compost. Complete [G4.1 Compost and Manure](#). Straw Logs Other, describe:

- 7) Do you sterilize or use sealants on substrate used to grow mushrooms?
 - No
 - Yes. Describe your sterilization method. Include all materials used on your [Grower Materials Application \(OSP Materials List\)](#).

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

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



Operation Name: _____ Date: _____

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

A. Crop Rotation and Soil Management

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

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

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

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

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

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

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

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

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

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

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

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

3) List all fertility materials planned for use on your [Grower Materials Application \(OSP Materials List\)](#). Attached

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



B. Monitoring Plan

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

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

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

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

C. Erosion Control Not applicable, no erosion problems

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



Operation Name: _____ Date: _____

A. Compost & Manure

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

- 1) Are **all** of the following materials you use in organic production listed on your [Grower Materials Application \(OSP Materials List\)](#)? Compost, compost tea, vermicompost, processed (heat treated) manure, raw (uncomposted) manure. On your OSP Materials List, include all of these materials that your operation either **produces** and/or **purchases**.
 - Yes Not applicable, none of these are used. Stop, this form is complete.
- 2) Indicate which of the following you **produce** at your organic operation. Mark all that apply.
 - Compost Compost tea Vermicompost Not applicable, do not produce any of these. Skip to section B.
 - a) List all feedstocks/ingredients in the compost, vermicompost and/or compost tea you produce. If you produce more than one of these, provide separate ingredient lists for each.

-
- b) If you produce **compost containing manure**, and/or **compost tea** made from this compost, indicate which of the following compost production methods you use: Not applicable
 - In windrows: compost reaches 131-170°F (55-77 °C) for at least 15 days, during which time it is turned at least 5 times
 - In-vessel or static aerated pile system: compost reaches 131-170°F (55-77 °C) for at least 3 days

Maintain compost production records.

 - My compost does not meet either of the requirements above, so it is considered “raw manure.” Complete section B below.
 - c) If you produce **vermicompost containing manure**, are the following conditions met? Not applicable
 - Aerobic conditions and a moisture level of 70-90% are maintained during production.
 - The duration of composting is sufficient to produce a finished product that does not contribute to contamination of crops, soil, or water by plant nutrients, pathogenic organisms, heavy metals, or residues of prohibited substances.
 - Yes. Maintain vermicompost production records and any test results.
 - My vermicompost does not meet these requirements, so it is considered “raw manure.” Complete section B below.

B. Raw Manure

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

- 1) Do you apply **raw animal manure** (including any compost, compost tea, or vermicompost containing manure that does not meet the requirements in part A), and/or do you have **planned grazing of animals** in your organic crop production areas?
 - No. Stop, this form is complete. Yes, raw animal manure is applied. Complete this section.
 - Yes, my operation uses planned grazing of animals in organic crop production areas. Complete this section.
- 2) How do you meet the following restriction on the use of raw manure, either applied or from planned grazing? Mark all that apply.

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

 - Used for crops that are not for human consumption (e.g. cover crops, livestock feed)
 - Incorporated at least 120 days before harvest of crops whose edible portions contact soil or soil particles (e.g. carrots, lettuce)
 - Incorporated at least 90 days before harvest of crops whose edible portions do not contact soil or particles (e.g. corn, apples)
- 3) How do you ensure that manure does not contaminate wells, rivers or streams, lakes or ponds?



Operation Name: _____ Date: _____

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

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

A. Biodiversity Conservation & Natural Resource Management

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

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

No Yes.

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

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

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

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

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

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

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

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

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

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

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

Not applicable (explain why not):



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

B. Biodiversity and Natural Resources Monitoring Plan

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

C. Conservation Involving Livestock Not applicable, no livestock involved

- 1) How do you protect natural wetlands, riparian areas and sensitive habitats from impacts due to livestock?
- Limit livestock access to riparian areas, sensitive habitats and use designated stream crossings
- Locate feed stations, water troughs and mineral blocks away from streams and water sources
- Conserve native vegetation along waterways Manage excess manure to prevent nutrient and pathogen pollution
- Allow the natural process of plant regeneration along stream banks Other (describe):
-
- 2) How do you improve or protect your pasture or rangeland?
- Manage the frequency, density and timing of grazing to allow plant regeneration Reseed trampled or eroded areas
- Plant a diversity of native species Provide adequate shaded areas to minimize soil compaction
- Prevent excess deposits of manure Encourage plant growth that filters manure runoff
- Minimize grazing wetlands and other soggy areas Other (describe):
-
- 3) What management practices do you use to ensure a healthy relationship between livestock and wildlife?
- Use guard animals Graze when predation is low House livestock overnight in protected area Use electric fencing
- Provide water troughs with escape ramps for wildlife Small animals are grazed with large Predator lights are used
- Design fencing to minimize entrapment and provide for wildlife corridors
- Allow non-predatory wildlife, such as grazers and birds to co-exist with livestock Other (describe):
-
- 4) How do you manage yards, feeding pads, feedlots, laneways and housing to prevent runoff to surface water and to prevent dust from moving offsite?
- A plan for confinement areas is in place before severe erosion problems occur Livestock is rotated to multiple areas
- Concentrated runoff is diverted into a temporary storage lagoon Manure is periodically removed and composted
- Confined sites are large enough to handle the type and number of animals present Air filtration is used in housing
- Manure ground into dust in confined areas is watered down Windbreaks are used outside housing
- Confined sites are made of concrete or well-draining rock bases Other (describe):
-



Operation Name: _____ Date: _____

A. Preventative Pest Management Strategies

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

Table with 5 columns: Check the strategies you use to prevent or control pests:, Weeds, Insects & invertebrates, Diseases & nematodes, Vertebrate pests. Rows include Crop rotation, Cover cropping, Strip cropping, etc.

B. Materials for Controlling Weeds, Insects, or Diseases

- 1) Do you use materials for controlling weeds, insects, or diseases?
2) Describe the conditions that must exist before you will resort to using materials for weed, insect or disease control:

C. Burning Crop Residues

- 1) Do you burn crop residues?
2) What crop residues do you burn, and how often do you burn them?
3) What diseases are to be suppressed, or which specific seeds are to be germinated?



Operation Name: _____ Date: _____

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

A. Buffer Zones

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

- ▶ Notify CCOF immediately of any known application or drift of a prohibited material to organic land or crops.
▶ If prohibited materials (including GMO seeds) are used on land adjoining your organic parcel, you may be required to widen existing buffer zones or implement other preventative measures to prevent contamination of organic crops.
1) If crops are grown in buffer areas, how are they separated during harvest, storage, and sales? Maintain documentation of separation.
[] Not applicable, no buffer crop grown
[] Harvest containers are not marked 'organic'
[] Crop is destroyed, given away, or not harvested
[] Stored apart [] Harvested at different times
[] Crops are not marked 'organic' on crop records
[] Mark or flag buffer areas [] Sold to a different buyer than the organic
[] Keep separate records to track harvest and sales
[] Other (describe):

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

B. Lumber Treated with Prohibited Materials

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

- 1) Is there existing lumber on any parcel you are applying to certify, and/or do you plan to install lumber within organic parcel boundaries in the future?
[] No, neither of the above. Skip to section C. [] Yes. Complete this section.
2) How do you ensure that lumber treated with prohibited materials will not be used for new installations or for replacing existing lumber (e.g. endposts, trellis, stakes, etc.)?
[] Use metal stakes [] Use untreated wood
[] Other (describe):

C. Production Equipment

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

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



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

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

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

D. Irrigation

- 1) Do you irrigate?
 No. Skip to section E. Yes. Complete this section.
- 2) What is the source of your irrigation water?
 Well Reservoir
 Water district (name): _____
 River, stream, or lake (name): _____
- 3) Are you aware of any prohibited materials that are added to your irrigation water (e.g. algicides)?
 Yes No
- 4) Does your organic cropland share irrigation lines or irrigation water (including tail water) with other cropland where prohibited materials are applied into the water?
 Yes No
a) If yes, is **your operation** responsible for applications of prohibited materials?
 Yes No
- 5) If yes to question 3 or 4 above, what measures have you taken to prevent contact of organic crops or land with prohibited materials? Attach a map showing a piping diagram if valves or backflow prevention devices have been installed.

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

E. Prohibited Materials Storage on Farm

- 1) Do you store any prohibited materials (or materials not included on your approved OSP Materials List) on farm?
 No. Stop, this form is complete. Yes. Complete this section.
- 2) In storage areas, how do you identify and separate these materials from materials that are included on your approved OSP Materials List?



Operation Name: _____ Date: _____

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

A. Responsibility for Harvest & Transport

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

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

1) My operation is responsible for **harvest** in the following ways (mark all that apply):

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

2) My operation is responsible for post-harvest **transportation** in the following ways (mark all that apply):

- My operation transports the crop
- My operation (or my contracting organic handler) hires an uncertified company to transport my crop. Complete A3 below and describe all activities performed by the transporter in section B.
*Certification of the transporter is required if the transporter **handles** the crops during transport (e.g. pack, repack, treat, sort, open, enclose, label). See the [Exempt Handler Affidavit \(EHA\)](#) for more details on activities performed by transporters that may require certification.*
- Other responsibility for transport (describe): _____
- Not applicable, no responsibility for transport (e.g. crop is sold "in the field"). Describe: _____

3) If you or your contracting organic handler (e.g. shipper, marketer, buyer) hires any **uncertified companies** to harvest and/or transport organic crops, how do you ensure that you maintain the applicable records?

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

Mark all that apply:

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



B. Harvest & Transport Practices

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

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

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

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

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

2) How are equipment cleaning/purging activities documented?

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

3) Do you wash crops in the field?

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

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

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

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

No Yes. List materials on your [Grower Materials Application \(OSP Materials List\)](#).

c) Do you add chlorine to the wash water?

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

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

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

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

4) Are both organic and nonorganic crops grown?

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

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

- Closed containers Harvested at different times
- Visually distinct organic & nonorganic crops Shipped on separate vehicles
- Shipped to separate destinations
- Other (describe):

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



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

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

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

Product category, detail and brand name will appear on your CCOF client profile (certificate addendum); product category and detail will appear in USDA's [Organic Integrity Database \(Integrity\)](#). CCOF reserves the right to modify product categories to reflect CCOF naming conventions.

Product Category	Product Detail (if any)	Packaging Form	Certified Operation where Product is Handled or Processed
<i>Example: Almonds</i>	<i>Shelled</i>	<input checked="" type="checkbox"/> Retail	<i>ABC Hulling & Shelling</i>
		<input type="checkbox"/> Retail <input type="checkbox"/> Nonretail <input type="checkbox"/> Unpackaged	
		<input type="checkbox"/> Retail <input type="checkbox"/> Nonretail <input type="checkbox"/> Unpackaged	
		<input type="checkbox"/> Retail <input type="checkbox"/> Nonretail <input type="checkbox"/> Unpackaged	

- 3) Attach organic certificates for all handlers/processors listed above. Attached
*Certificates must be **current** (issued within the last 15 months) and **complete**, listing the **specific finished products above** and including the **brand (if any)**. In [G8.0 Record Keeping](#), describe your monitoring practices to verify the organic status of the crops/products you source, and prevent organic fraud.*
- 4) Attach all labels in [G7.0 Labeling](#). Attached



Operation Name: _____ Date: _____

A. Crops Stored at Other Operations

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

Not applicable. Skip to section B.

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

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

2) Describe the storage locations:

Storage Facility Name & Address	Crops Stored	Documentation
		<input type="checkbox"/> OC* <input type="checkbox"/> EHA**
		<input type="checkbox"/> OC* <input type="checkbox"/> EHA**
		<input type="checkbox"/> OC* <input type="checkbox"/> EHA**

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

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

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

B. Crops Stored at Owned or Leased Locations

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

Not Applicable. Stop, this form is complete.

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

1) Describe your storage locations:

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

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

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

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

b) How do you identify organic storage areas?

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



- 3) Which of the following management practices do you use to **prevent** pests in your storage location(s)? You must use at least one:
- Remove pest habitat, food sources, and breeding areas Prevent access to the storage location
 - Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)
 - Other (describe): _____
-
- 4) Which of the following practices do you use to **control** pests in organic storage areas?
- N/A, prevention practices are effective and additional controls are not needed at this time.
 - Mechanical or physical controls, including traps, light, or sound.
 - Pheromones, lures, and/or repellents using nonsynthetic or synthetic substances consistent with the National List. If used in organic storage areas, list these on your [Grower Materials Application \(OSP Materials List\)](#).
- 5) Are the measures listed above sufficient to prevent or control pests?
- N/A, none used Yes
 - No. List pest control materials **from the National List** that you apply in organic storage locations on your [Grower Materials Application \(OSP Materials List\)](#).
Prevention and control methods described in B3 and B4 above must be implemented before other National List materials may be used. See the Grower Materials Application (OSP Materials List) for a list of National List materials.
- 6) Are National List materials sufficient to prevent or control pests in organic storage areas?
- N/A, no National List materials used or planned for use Yes No, other pest control materials are needed.
- 7) If you plan to use pest control materials **not on the National list** in organic storage locations, list them on your [Grower Materials Application \(OSP Materials List\)](#) and describe below why preventative practices, mechanical or physical controls, and National List materials are not effective.
- N/A, no non-National List pest control materials used or planned for use
 - Letter of justification attached (see [example](#) on CCOF website)
-
- 8) How do you prevent pest control materials (e.g. applied via fumigation and/or fogging) from contaminating organic crops and/or packaging materials?
- You must protect organic storage areas, crops, and packaging from contamination from all facility pest control materials.*
- N/A Remove crops and packaging from areas to be treated
 - Wash and rinse organic contact surfaces after treatment Cover equipment used for organic storage during treatment
 - Other (describe): _____
-
- 9) How do you record pest control material use and measures taken to protect organic crops or packaging?
- You must document pest control activities and protection of organic.*
- N/A Pesticide use log Log describing removal/reentry of crops and packaging
 - Other (describe): _____
-



Operation Name: _____ Date: _____

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

A. General information

- 1) Site Name & Location (full address):

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

- 3) Attach a complete written description or a schematic flow chart of where and how the product is received, processed, packaged, and stored. Identify ALL equipment, processes, pest control practices (including preventative practices, and mechanical/physical controls), and storage areas. If the descriptions provided are not complete, or show that you are performing complex processing, you may be required to complete a Handler OSP.
 Complete description attached
- 4) List any materials used for facility pest control at this post harvest handling location on your [Grower Materials Application \(OSP Materials List\)](#). None used

B. Sanitation and Water Use

- 1) Do you use any equipment sanitizers, or any **no-rinse** equipment cleaners/detergents, on organic food contact surfaces?
 Neither one is used. Skip to question B2.
 Yes. List materials on your [Grower Materials Application \(OSP Materials List\)](#). Complete this section.
 - a) Describe how the equipment is cleaned and/or sanitized.

 - b) How do you ensure that organic food contact surfaces are free of residuals (ex. quaternary ammonia)?
 Chlorine materials and/or sanitizers allowed to evaporate completely
 Thorough rinses, including a double rinse procedure
 Residue testing (indicate type): pH Quaternary ammonia Other: _____
 Other (describe): _____
- 2) Is water used in direct contact with organic products (ex. wash water)?
 No. Skip to section C. Yes. Complete this section.
 - a) Do you add any substances to water that contacts organic products (ex. peracetic acid, hydrogen peroxide, chlorine, etc.)?
 No. Skip to section C Yes. List on your [Grower Materials Application \(OSP Materials List\)](#). Complete this section.
 - b) If you add chlorine to water that directly contacts organic products, indicate how you meet the following restriction:
Residual chlorine levels in water at last point of contact must not exceed the maximum residual disinfectant limit under the Safe Drinking Water Act (SDWA).
 Not applicable, no chlorine added Final rinse with water only Final rinse with chlorine at or below SDWA limit

C. Packaging

- 1) Are all packaging materials, including reused packaging, are free of prohibited materials (ex: fungicides, preservatives, fumigants)? Contact packaging manufacturer if you are unsure.
 Yes Not applicable, no packaging



Operation Name: _____ Date: _____

► Complete this form if you source products from other operations and/or sell products directly to consumers (e.g., Community Supported Agriculture (CSA) program, farm stand, Farmers' Market, u-pick, website, etc.).

A. Sourcing Products

If you **import** organic crops/products into the United States, do not complete this form. Instead complete the Handler OSP forms indicated in the [Guide to Handler OSP Forms](#).

- 1) Do you source organic crops/products from other operations?
 - No. Skip to section B.
 - Yes. Complete the table below or attach a list.

Product category, detail and brand name will appear on your CCOF client profile (certificate addendum); product category and detail will appear in USDA's [Organic Integrity Database \(Integrity\)](#). CCOF reserves the right to modify product categories to reflect CCOF naming conventions.

Crop/Product Category	Crop/Product Detail (if any)	Supplier
<i>Example: Tomatoes</i>	<i>Roma</i>	<i>ABC Organic Farm</i>

If any suppliers are **uncertified** (e.g. brokers/distributors), list **both** the uncertified supplier and the certified operation they source from in the Supplier column above, and attach an [Exempt Handler Affidavit \(EHA\)](#) completed by the uncertified supplier. Crops must be enclosed in sealed, tamper-evident retail packaging when acquired by the uncertified supplier and must remain in that packaging while under their control. CCOF will review the EHA and notify you if certification of the supplier is required.

- 2) Attach organic certificates for all suppliers listed above. Attached
 Certificates must be **current** (issued within the last 15 months) and **complete**, listing the crop or product you source. In [G8.0 Record Keeping](#), describe your monitoring practices to verify the organic status of the crops/products you source, and prevent organic fraud.
- 3) How do you verify that incoming products do not contact prohibited substances during transport from the supplier to your operation?
 Cleaning and/or purge logs Certified supplier provides documentation Other (describe): _____
- 4) How do you ensure that organic products are not commingled with nonorganic during transport from the supplier to your operation? Mark all that apply:
 Not applicable, only source certified organic products
 Distinctly labeled or marked containers Closed containers Transported at different times Visually distinct
 Shipped on separate vehicles Shipped from separate destinations Other (describe): _____

B. Direct Marketing

- 1) Describe all direct marketing venues below or attach a list. Include CSAs, farm stands, Farmers' Markets, U-Pick, and online sales.
 Not applicable, no sales directly to consumers. Stop, this form is complete.
- a) **Farmers' Markets** Not applicable, no sales at farmers' markets.

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



b) **Other direct marketing venues** (CSA, farm stand, u-pick, online/website sales, etc.) Not applicable, none of these

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

C. Direct Marketing Representation and Signage

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

You must ensure organic and nonorganic products are not commingled and avoid misrepresentation of nonorganic products as organic.

As applicable to your sales venues, see CCOF's [Farmers Market Best Practices Guidelines](#) and/or our [Organic Claims on Websites and Other Marketing](#) flyer, both available at www.ccof.org/page/labeling-and-logos.

- Not applicable, I only sell certified organic products
- Twist ties/stickers/rubber bands Newsletter/delivery list (attach sample)
- Description on website (attach sample) Clear "organic" and "nonorganic" signage (attach photo)
- Separate sales areas for organic and nonorganic. Describe:



Operation Name: _____ Date: _____

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

The USDA seal and/or the CCOF seal or name are optional for use on all types of labels. If the USDA seal is used, it must be printed in allowed color schemes only, and its design may not be modified. If both seals are used, the USDA seal must be displayed more prominently than the CCOF seal.

A. Nonretail (Shipping or Storage) Containers

Nonretail containers are any container used to ship or store organic products that are not used for retail sale. This includes temporary signage applied to unpackaged products during shipping and storage.

Nonretail containers must identify product as organic (not required if container holds product packaged for retail sale with retail organic status identification visible through the nonretail container).

Nonretail containers must display production lot number, shipping identification, or other unique identification that links the container to audit trail documentation.

- 1) Do you use any nonretail containers (examples: produce boxes, bins, totes, bags, etc.) for shipping or storage of organic crops?
 - No. Skip to section B. **Yes. Attach all nonretail container labels.** Provide color samples if USDA seal is used.
- 2) How do nonretail containers identify the organic status of the product? Mark all that apply.
 - 'Organic', 'Org', 'O', "OG" or similar CCOF seal USDA seal "Certified organic by CCOF" statement
 - Nonretail container holds retail packaged product & organic status is visible through the nonretail container
 - Other (describe): _____
- 3) Indicate which of the following are used on nonretail containers to link the container to your audit trail documentation (e.g. harvest, shipping, storage, and/or sales records). Select all that apply.
 - Lot number. Describe lot numbering system in [G8.0 Record Keeping](#) Shipping identification
 - Other unique identification (describe): _____

B. Retail Labels (Packaged or Unpackaged)

- 1) Do you use any retail labels for **packaged** organic products (examples: box, bag, sleeve, clamshell, etc.)?
 - No. Continue to B2.
 - Yes. **Attach all retail package labels.** Provide color samples if USDA seal is used.

Packaged retail product labels must state "Certified Organic by CCOF" (or similar) and this phrase must be located **below** the information identifying your operation or the handler/distributor.

- 2) Do you use any retail labels for **unpackaged** organic products (examples: PLU stickers/tags, twist ties, plant tags, etc.) that include the USDA seal, CCOF name/seal, or an ingredient statement?
 - No. Continue to section C.
 - Yes. **Attach unpackaged retail product labels.** Provide color samples if USDA seal is used.

PLU labels include stickers and tags affixed to produce and may include produce bags that remain open in the retail setting.

"Certified Organic by CCOF" is optional on these labels. CCOF only reviews these labels if they include the contain the USDA seal, CCOF name/seal, or an ingredient statement.

C. Brands

- 1) Are any brands/labels that you use owned by other companies (brand owners)?
 - Not applicable, no branded labels or packaging OR only pack into my operation's own labels/brand. Stop, this form is complete.
 - Yes. Continue to question 2.

- 2) Indicate the certification status for each company whose brand(s) your crops are packed into. Mark all that apply.

Brand owner certificates must list finished branded products packed into their labels. You must maintain current certificates for all certified organic brand owners, including those certified by CCOF. In [G8.0 Record Keeping](#), describe your monitoring practices to verify that the organic status of your crops will be maintained through distribution by the brand owner, and prevent organic fraud.

- Uncertified. **Attach Co-Packer Application** (one per brand owner).
- CCOF certified.
- Certified by another certification agency and that certification agency is identified on the label. **Attach certificate.**
- Certified by another certification agency and CCOF is identified on the label (CCOF name or seal). **Attach certificate and [Co-Packer Application](#)**



Operation Name: _____ **Date:** _____

Certified operations must maintain records of the production, harvesting, and handling of organic crops that fully disclose all activities and transactions in enough detail to be readily understood and audited.

Records must span the time from production (or purchase or acquisition) to sale or transport to the next certified operation and must be traceable back to your operation.

Records must be sufficient to demonstrate compliance with organic regulations, kept for at least five years, and made available for inspection.

A. Records Kept

1) Based on the activities described in your Organic System Plan (OSP), does your operation:

- Maintain all records needed to verify compliance, and
- Keep these records for at least 5 years, and
- Make them available during inspections?

Yes, my operation does the above.

*Records needed to verify compliance include, but are not limited to, the following. **Optional sample recordkeeping forms you may use to document many of the activities below can be found at www.ccof.org/recordkeeping.***

If you do this:	Maintain this type of record:
Grow crops	<ul style="list-style-type: none"> • Planting records (crop, location, date, acreage, etc.) • Records of crop rotation or practices in lieu of rotation (perennials, container crops) • Documentation of natural resource and biodiversity conservation practices & monitoring • Documentation of preventative pest management practices • Production equipment: cleaning records or Standard Operating Procedures (SOPs)
Use seed, annual seedlings (transplants), or planting stock	<ul style="list-style-type: none"> • Purchase receipts or other records documenting source & treated/untreated status • Seed/planting stock: organic certificates OR commercial availability & non-GMO records • Annual seedlings: organic certificates or on-farm production records
Use crop input materials (fertilizers, pesticides, seed treatments, etc.)	<ul style="list-style-type: none"> • Purchase receipts or other records documenting source • Application records (material name, date, rate, location) • Compost/compost tea/vermicompost produced by your operation: production records • Records to demonstrate compliance with any restrictions (e.g. nutrient testing, etc.)
Have organic parcels with adjacent nonorganic production	<ul style="list-style-type: none"> • Documentation of preventative measures to reduce drift risk • If growing crops in buffer zones: harvest and sales documentation verifying separation
Responsible for harvest and/or transport	<ul style="list-style-type: none"> • Harvest/transport equipment: cleaning records or SOPs • Harvest records or field tags (date, crop, quantity, location) • Transport or shipping records, if applicable
Store crops	<ul style="list-style-type: none"> • Storage records, organic certificates • Storage at your own facility: facility pest management records
Simple post-harvest handling	<ul style="list-style-type: none"> • Records of handling activities, including facility pest management and material use
Send crops to another operation for handling/processing	<ul style="list-style-type: none"> • Documentation of transactions (e.g. receiving, sales) • Organic certificate for handler/processor
Source organic crops from another operation	<ul style="list-style-type: none"> • Transaction and shipping/receiving records, organic certificates • If sourcing from uncertified (exempt) operation: records linking back to the last certified operation in the supply chain
Sell or transfer ownership of organic crops (even if not sold as organic)	<ul style="list-style-type: none"> • Shipping or sales records (e.g. BOLs, delivery or receiving records, grower statements, Farmers' Market load lists, contracted value for contract crop production, etc.)
Export from Mexico to the US (my operation is the "Exporter of Record" responsible for shipments)	<ul style="list-style-type: none"> • NOP Import Certificates (request prior to export: www.ccof.org/export) • Records to demonstrate that exported products were not treated or exposed to a prohibited substance, fumigated with a prohibited substance, or exposed to ionizing radiation at any point in the product's movement across country borders.



B. Audit Trail

An "audit trail" documents the **harvest** of organic crops (or purchase/acquisition from a certified organic supplier), any **storage** and/or **post-harvest handling**, and **transport** or **sale** of the crop to the buyer. A complete audit trail typically includes, but is not limited to the harvest, shipping, and/or sales records described above in section A.

Audit trail records must contain linking elements to trace organic products back to their source (your operation's organic field/parcel, or the certified organic supplier if sourced from another operation).

Audit trail records must identify crops/products as organic.

Your audit trail system must include the lot number, shipping identification, or other unique identification printed on nonretail containers as they move through the supply chain.

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

Sample audit trail attached.

- 2) Describe the lot numbering used to link to your audit trail and track organic crops/products once they leave your operation.

Not applicable, no lot numbering used.

My operation assigns lot numbers. Describe your lot numbering system:

EXAMPLE: Lot Number: 23123010				
Code	23	123	O	10
Signifies	Year: 2023	Julian date: harvest	Organic	Parcel ID

Lot Number:				
Code				
Signifies				

C. Split Operation Record Keeping

A **split operation** is an operation that produces or handles **both organic and nonorganic** products.

- 1) Mark all of the following that apply to your operation:
 - Grow both organic and nonorganic crops
 - Grow **identical** crops organically and nonorganically
 - Sell organic and nonorganic crops/products, including any that you source from other operations
 - Sell **identical** organic and nonorganic crops/products, including any that you source from other operations
 - None of the above. Skip to section D.
- 2) How do your input records distinguish between materials used on organic and nonorganic crops?

-
- 3) How do your harvest, shipping, and sales records distinguish between organic and nonorganic crops/products?
-



D. Monitoring & Fraud Prevention

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

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

1) Mark all of the following that apply:

- My operation purchases certified organic seed, annual seedlings (transplants), and/or planting stock (including spawn or ready-to-use blocks for mushroom production).

Describe activities in [G3.0 Seeds & Planting Stock](#) (or [G3.2 Mushroom Production](#)).

- My operation sources certified organic crops or products (e.g. for CSA or Farmers Market, for other distribution or re-sale by your operation).

Describe activities in [G6.5 Sourcing & Direct Marketing](#).

- My operation sends certified organic crops to another operation for storage, handling, or processing (prior to sale of the crop or value-added product).

Describe activities in [G6.1 Harvest & Transport](#) and/or [G6.2 Storage](#).

- My operation packs into brands/labels owned by other certified operations.

Describe activities in [G7.0 Labeling](#).

- None of the above. Stop, this form is complete.

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

Certificates must be current (issued within the last 15 months) and complete (listing the product sourced or produced/handled, with brand, if any). Records must link back to the last certified organic operation.

- Current organic certificate reviewed with each shipment or transaction.
- Certificate reviewed periodically, indicate frequency: Monthly Quarterly Annually
- Other (describe): _____

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

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

- Standard procedure requires sign-off from more than one employee for each transaction
- Periodic review of records for quality control
- Other, describe: _____



- ▶ **Complete all OSP section(s) listed for each activity that matches your current organic activities or plans.** Do not complete sections that are not applicable to your operation.
- ▶ If your activities change in the future you may need to either complete additional OSP forms or retire OSP forms.

If you do this:

Fill out these forms:

1) Apply for CCOF organic certification for wild crop harvesting.	<ul style="list-style-type: none"> • CCOF Certification Contract • Parcel Application (for each parcel) • W2.0 Wild Crops • G4.2 Natural Resources • G6.0 Production • G6.1 Harvest & Transport • G7.0 Labeling (attach all labels) • G8.0 Record Keeping
2) Store crops.	<ul style="list-style-type: none"> • G6.2 Storage
3) Perform simple post-harvest handling of only my own organic crops at my own facility/location.	<ul style="list-style-type: none"> • G6.4 Simple On-Farm Post Harvest Handling
4) Source organic products from other operations AND/OR sell organic products directly to consumers.	<ul style="list-style-type: none"> • G6.5 Sourcing Products & Direct Marketing
5) Package products under a brand or private label owned by someone else.	<ul style="list-style-type: none"> • Co-Packer Application (complete if indicated in G7.0 Labeling)
6) Use an uncertified storage facility to store organic crops in sealed, tamper-evident packaging, OR source organic products from an uncertified operation.	<ul style="list-style-type: none"> • Exempt Handler Affidavit (for each uncertified handler)
7) Apply for organic certification of actively managed crop production.	<ul style="list-style-type: none"> • Guide to Grower OSP Forms Complete applicable forms as directed
8) Perform post-harvest handling or processing at my own facility, AND/OR import organic products into the United States.	<ul style="list-style-type: none"> • Guide to Handler OSP Forms Complete applicable forms as directed
9) Apply for CCOF organic certification of livestock. <i>Not available in Mexico or in Spanish.</i>	<ul style="list-style-type: none"> • Guide to Livestock Producer OSP Forms Complete applicable forms as directed
10) Located in the US and export, design export labels, or sell to a buyer who requires international verification.	<ul style="list-style-type: none"> • Global Market Access Program Application (exports to Canada, EU, UK, Japan, Korea, Switzerland, Taiwan) • Mexico Compliance Program Application (exports to Mexico)
11) Located in Mexico.	<ul style="list-style-type: none"> • Mexico Compliance Program Application
12) Located in Mexico and export, design export labels, or sell to a buyer who requires international verification.	<ul style="list-style-type: none"> • Global Market Access Program Application (exports to Canada) • NOP Import Certificate Request Form (exports to US)
13) Grow crops for a CCOF certified entity and I want my CCOF-certified customer to manage my certification.	<ul style="list-style-type: none"> • Contracted Partner Program Application (optional)



Operation Name: _____ Date: _____

▶ Please complete this form for all wild crop harvesting operations. *Attach additional pages if necessary.*

A. Wild Crop Management and Monitoring Practices

A wild crop must be harvested in a manner that ensures that such harvesting or gathering will not be destructive to the environment and will sustain the growth and production of the wild crop.

▶ Crops and parcels covered by these management practices: _____

1) How do you ensure that harvesting practices are not environmentally detrimental to the wild crop habitat?

2) Do you have additional people act as collectors of the wild crop?

No, no additional collectors used Yes

a) If yes, describe how you ensure that all additional collectors are informed of your harvesting practices and monitoring procedures:

3) What percentage of the wild crop is harvested? _____

4) Please provide a specific description of how you harvest each crop:

5) What measures do you take to ensure the health and longevity of the wild crop population?

6) How do you monitor the health of the wild crop population and how often is monitoring performed?

7) What rare, threatened, or endangered plants and/or animals are found in the wild crop harvest area, and what steps do you take to address potential or actual impacts on these species resulting from your practices?



CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

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](#).



CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

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) <input type="checkbox"/> I operate a storage facility used by the CCOF-certified operation listed in section A to store product in sealed, tamper-evident packaging*. <i>NOP § 205.101(e)</i>	This form is required
2) <input type="checkbox"/> 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. <i>NOP § 205.101(f)</i>	This form is required
3) <input type="checkbox"/> 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. <i>NOP § 205.2 (“handle”), 205.101(b), 205.101(c), 205.101(e), 205.101(f)</i>	This form may be required by CCOF
4) <input type="checkbox"/> 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. <i>NOP § 205.101(g)</i>	This form is <i>optional</i>
5) <input type="checkbox"/> 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. <i>NOP § 205.101(h)</i>	This form is <i>optional</i>
6) <input type="checkbox"/> 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. <i>NOP § 205.2 (“handle”)</i>	This form is <i>optional</i>
7) <input type="checkbox"/> 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). <i>NOP § 205.2 (“handle”)</i>	This form is <i>optional</i>
8) <input type="checkbox"/> I facilitate sale or trade of unpackaged product and/or live animals. <i>Certification may be required. NOP 205.2 (“handle”)</i>	This form is required
9) <input type="checkbox"/> 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.



CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

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. <i>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.</i>	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes or unsure, describe:		
2) Do you combine, split, or containerize organic products?	<input type="checkbox"/>	<input type="checkbox"/>
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? <i>Repacking includes placing product into other packaging that displays organic claims.</i>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes or unsure, describe:		
7) Do you import organic products into the United States?	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes or unsure, describe:		
8) Do you export organic products from a foreign country to the United States?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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.		
<input type="checkbox"/> Product is in final retail labeling. Attach example label. <i>Retail label = Labels affixed to containers intended to be purchased and carried home by a consumer (retail purchaser).</i>		
<input type="checkbox"/> Product is labeled nonretail. Attach example label. <i>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.</i>		
<input type="checkbox"/> Product is unlabeled bulk. Attach example signage. <i>Temporary signage must indicate organic status and include lot number.</i>		
<input type="checkbox"/> Not applicable, I do not receive, acquire, or purchase the organic product, describe:		



CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

	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. <i>Your audit trail records must link back to the last certified organic operation.</i>	<input type="checkbox"/>	<input type="checkbox"/>
12) Do you take physical possession of organic products; are organic products received at a location that you own or lease?	<input type="checkbox"/>	<input type="checkbox"/>
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? <i>Exemption 205.101(e) does not apply if you buy, sell, or trade organic products.</i>	<input type="checkbox"/>	<input type="checkbox"/>
a) If you facilitate the sale or trade of organic products, describe:		
14) Do you prepare organic products for shipment? <i>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.</i>	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes, describe how you prepare products for shipment:		
15) Transporter or transloader – Do you load or unload unpackaged products at uncertified locations? <i>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.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Not applicable, I am not a transporter or transloader.		
16) Private label brand owner – Do you ever purchase ingredients sent to co-packers?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Not applicable, I am not a private label brand owner		
a) If yes, are purchased ingredients in sealed, tamper-evident, retail packaging?		
<input type="checkbox"/> No, purchased ingredients are nonretail packaged or not in tamper-evident packaging. <i>Certification of label owner is required; certificate must list purchased ingredients.</i>		
<input type="checkbox"/> Yes. Attach example label.		
17) Private label brand owner – Do you ever take physical possession of ingredients sent to co-packers?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Not applicable, I am not a private label brand owner		
a) If yes, are ingredients in sealed, tamper-evident packaging?		
<input type="checkbox"/> No, ingredients are not in tamper-evident packaging. <i>Certification of label owner as a storage facility is required.</i>		
<input type="checkbox"/> 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. <i>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.”</i>		
<input type="checkbox"/> Not applicable, I am not a private label brand owner		
<input type="checkbox"/> Attached		
19) Storage facility – indicate the type of storage:		
<input type="checkbox"/> Not applicable, I am not a storage facility <input type="checkbox"/> Dry storage <input type="checkbox"/> Cold storage <input type="checkbox"/> Freezer storage		
<input type="checkbox"/> Other, describe:		



CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

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.



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



Global Market Access (GMA) Application

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.

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

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) <i>Growers:</i> Do you use sodium (Chilean) nitrate on your crops?	<p><input type="checkbox"/> N/A, I do not grow crops.</p> <p><input type="checkbox"/> No, I do not use sodium nitrate on my crops.</p> <p><input type="checkbox"/> Yes, I use sodium nitrate on my crops. <i>Prohibited for export to Canada.</i></p> <p><input type="checkbox"/> Sodium nitrate is used on some crops but not others. Describe:</p>
Canada (Prohibited)	2) <i>Growers:</i> Do you use hydroponic or aeroponic production methods?	<p><input type="checkbox"/> N/A, I do not grow crops.</p> <p><input type="checkbox"/> No, hydroponic/aeroponic methods are not used.</p> <p><input type="checkbox"/> Yes, hydroponic/aeroponic methods are used. <i>Prohibited for export to Canada.</i></p> <p><input type="checkbox"/> Hydroponic/aeroponic methods are used for some crops but not others. Describe:</p>
Canada (Required)	3) <i>Handlers:</i> Do you have supplier documentation that exported products were not produced using sodium (Chilean) nitrate?	<p><input type="checkbox"/> N/A, no suppliers. I grow my own crops or livestock products for export.</p> <p><input type="checkbox"/> N/A, I plan to export products to Canada that are not high-risk for sodium nitrate. <i>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.</i></p> <p><input type="checkbox"/> 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. <i>Indicate compliant suppliers on your H2.0A or H2.6 supplier list.</i></p>



Global Market Access (GMA) Application

Market	Management Practice/Concern	Answer
Canada (Required)	4) <i>Handlers</i> : Do you have supplier documentation that exported products were not produced with hydroponic or aeroponic methods?	<input type="checkbox"/> N/A, no suppliers. I grow my own crops or livestock products for export. <input type="checkbox"/> N/A, I plan to export products to Canada that are not high-risk for hydroponic or aeroponic production. <i>High risk crops: container grown annual crops (excluding annual seedlings), container grown strawberries.</i> See www.ccof.org/canada for current list of high-risk crops. <input type="checkbox"/> 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. <i>Indicate compliant suppliers on your H2.0A or H2.6 supplier list.</i>
Canada (Required)	5) Do all organic non-ruminant livestock & livestock products meet the livestock stocking rates set forth in the Canadian Standard?	<input type="checkbox"/> N/A, not exporting non-ruminant livestock products or ingredients. <input type="checkbox"/> Yes, all non-ruminant livestock & products meet the stocking rates. <i>Handlers must attach supplier attestation or certifier verification for any non-ruminant livestock ingredients/supplies.</i> <input type="checkbox"/> No, non-ruminant livestock do not meet the stocking rates set forth in the Canadian Standard. <i>Prohibited for export to Canada.</i> <input type="checkbox"/> 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)?	<input type="checkbox"/> Yes, I plan to export processed food as defined by Korean Food Code. <input type="checkbox"/> No, all of the products I plan to export are raw, unprocessed, or non-food products. <i>Prohibited for export to Korea.</i> <input type="checkbox"/> 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.?	<input type="checkbox"/> Yes, I plan to export products processed in the US. <input type="checkbox"/> No, I plan to export products processed outside the US. <i>Prohibited for export to Korea.</i> <input type="checkbox"/> N/A, all of the products I plan to export are raw or unprocessed. <i>Prohibited for export to Korea.</i> <input type="checkbox"/> 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?	<input type="checkbox"/> Yes, I plan to export products produced, processed or packaged in the US. <input type="checkbox"/> No, I plan to export products produced, processed or packaged outside the US. <i>Prohibited.</i> <input type="checkbox"/> 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.



Global Market Access (GMA) Application

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?	<input type="checkbox"/> N/A, not exporting livestock products. <input type="checkbox"/> No, livestock products were produced without antibiotics. <i>Handlers must provide supplier self-attestation or certifier verification.</i> <input type="checkbox"/> 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?	<input type="checkbox"/> N/A, only processed products exported. <input type="checkbox"/> Yes, all grown in Canada. <input type="checkbox"/> 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.