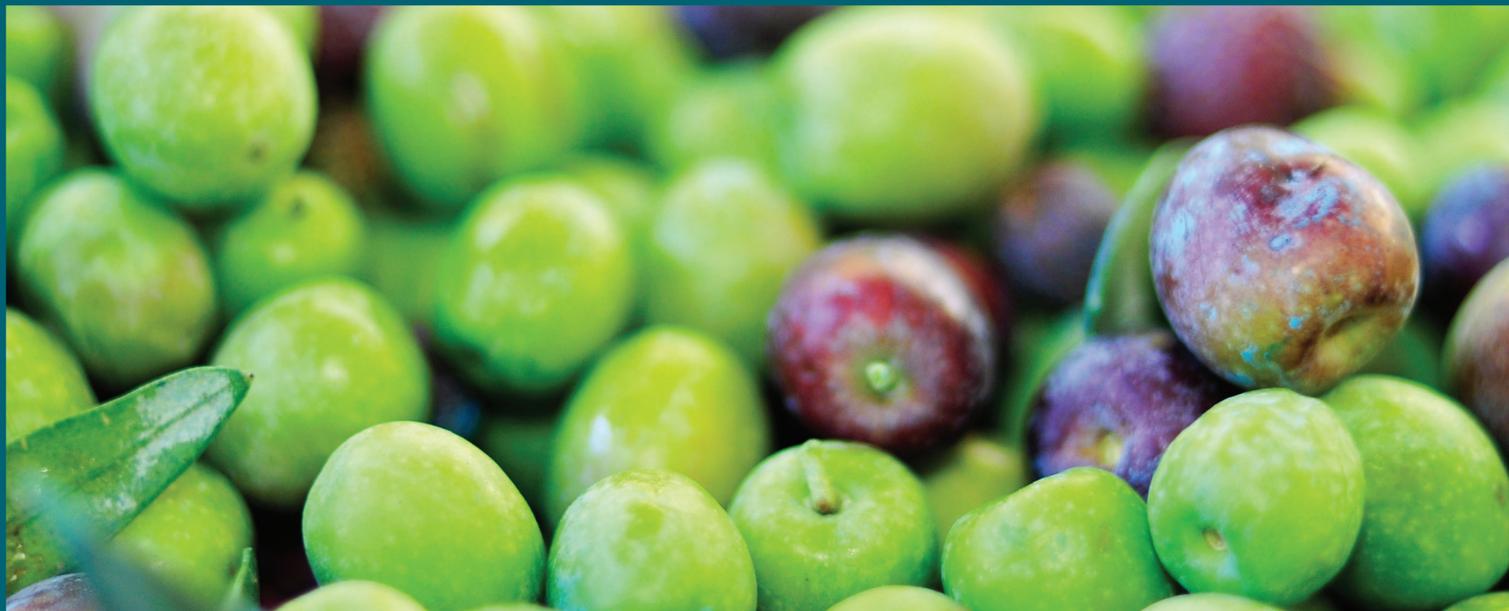




# ORGANIC CERTIFICATION

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](http://www.ccof.org) »**



## CCOF's Expedited Certification Program

# WHEN YOU NEED ORGANIC CERTIFICATION FAST

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

If you have a short certification time frame, we provide expedited services to meet your needs. Complete the expedited application on [www.ccof.org](http://www.ccof.org) and return it by email to [inbox@ccof.org](mailto:inbox@ccof.org) or by fax to **(831) 423-4528**.

### Who is this program for?

- » Operations that are capable of compliance and wish to finish the certification process as soon as possible (such as impending harvests, market releases, or product launch deadlines).

### What will CCOF provide?

- » Your application receives top priority processing. All correspondence will be emailed, faxed, or shipped to you as efficiently as possible.
- » CCOF will begin securing an inspector immediately. Once your application is reviewed and accepted, your inspection will occur as soon as possible based upon 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 upon receipt and identify outstanding issues or grant certification within three business days.

### 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.

### How much does expedited service cost?

- » New certification applicants and annual inspections (with or without new land, facilities, etc.); includes application fee: \$2,300
- » Addition of a new facility or equipment to your existing certification; includes facility/equipment fee: \$1,950
- » New acreage at a CCOF-certified farming operation: \$1,250
- » Standard additional acreage, inspection, and annual certification costs still apply, as applicable. See the Certification Services Program Manual for details. Expedited services may incur higher than average inspection expenses.

### What is expected of me?

- » A complete application describing your organic practices.
- » Timely responses to requests for information during the application and inspection review processes.

### 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.

**Start the organic certification process today! »**

**Service Requested:**  New certification/Annual inspection  Add facility/equipment  Add acreage

Company: \_\_\_\_\_

Name: \_\_\_\_\_

**Payment:** Amount: \_\_\_\_\_  I have a discount code: \_\_\_\_\_

Check included (payable to CCOF)  Charge my credit card (check one):  MC  Visa  AMEX  Bill me (current clients only)

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ Security Code: \_\_\_\_\_  
MONTH/YEAR

Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
STREET CITY STATE ZIP

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# MyCCOF Online Certification Management

## INNOVATIVE ONLINE CERTIFICATION TOOLS

### Managing organic certification just got easier.

MyCCOF is the most powerful tool in organic 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 screen.

MyCCOF is free for CCOF-certified members. Visit [www.ccof.org/myccof](http://www.ccof.org/myccof) to get started.

### Use MyCCOF to:

#### » Get Your OSP Online

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

#### » Find What You Need

It's easy to find and change 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

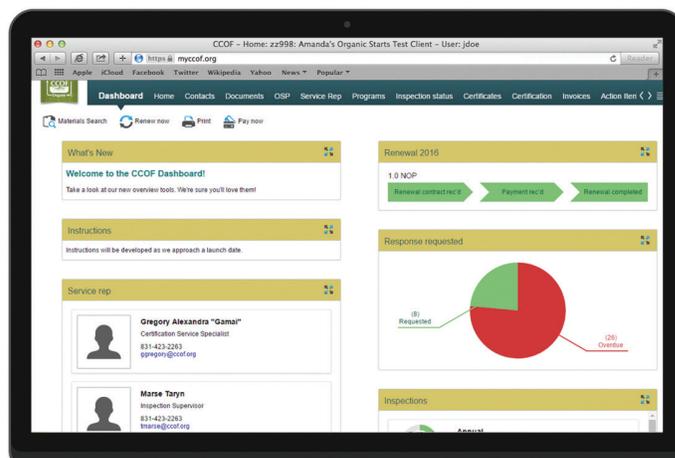
Find the most current version of your certificates and download for suppliers.

#### » Monitor Inspections

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

#### » Track Action Items

Review the status of outstanding requests from CCOF or check on updates you've made with us. Plus, upload documents to respond to current action items.



#### » Stay Organized

Download letters and respond to CCOF requests. 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 organic certification easy to manage, and we're continually innovating new ways to make MyCCOF even better than before.

Visit [www.ccof.org/myccof](http://www.ccof.org/myccof) today to let MyCCOF work for you!

# Certification Made Simple



## SEARCH

for materials approved for  
use in organic production

## ADD

new materials to your  
Organic System Plan (OSP)

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

With MyCCOF Materials Search, you'll never again guess if a material has been reviewed. All CCOF internally-reviewed materials, OMRI Products List® materials, and WSDA Brand Name List 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, and WSDA Brand Name List 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.

## Are your CCOF suppliers' certifications current? Track them with confidence.

Buyers and distributors of organic products will love the "Track a CCOF Supplier" feature in MyCCOF. This one-of-a-kind service offers tracking and management of CCOF-certified suppliers. Add your suppliers today!

### » Get the Green Light

Easily identify your supplier's standing: green, yellow, or red indicators allow for quick review of certification status.

### » Easier Purchasing

Better tracking maintains organic integrity. Find all your CCOF-certified supplier data in one place.

### » 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 suppliers and real-time access to their certification status.

### » Organize and Prepare

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

Client ID	Name	Program	Certification status	Current status since date	Status	Certificate	Profile	Select
cc1652	Red Barn Farm	1.0 NOP	Pending	6/12/2013	🟡			<input type="checkbox"/>
ft9385	Piggies and Parsnips	1.0 NOP	Certified	4/24/2006	🟢	🏆	🏆	<input type="checkbox"/>
pr7275	Crush Wines	1.0 NOP 2.0 GMA	Certified	6/27/2010	🟢	🏆 🏆	🏆	<input type="checkbox"/>
pr5991	Fella's Brewing Co.	1.0 NOP	Suspended	5/10/2013	🔴			<input type="checkbox"/>



Need help getting started? Read our MyCCOF FAQs at [www.ccof.org/myccofhelp](http://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](http://www.ccof.org/certification/how) or contact us with questions. Find all forms at [www.ccof.org/documents](http://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](#)
- \$325 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](mailto:inbox@ccof.org) Or Mail to: CCOF, 2155 Delaware Ave., Suite 150, Santa Cruz, CA 95060

▶ How did you hear about CCOF? \_\_\_\_\_

## A. Company Information

1) Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

2) Business Information:

Tax ID#: \_\_\_\_\_

Sole Proprietorship. Owner's Name: \_\_\_\_\_

Partnership. Owner's Names: \_\_\_\_\_

Corporation -OR-  LLC. State of incorporation: \_\_\_\_\_

Name of owners, or officers and their titles: \_\_\_\_\_

3) Physical Location of Your Operation.

*Where organic production occurs, or records are kept (for broker/trader/private label owners):*

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

4) Mailing Address *if different:*

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

5) Billing Address *if different:*

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

7) Preferred written communication method:  Email  Postal Mail



# CCOF CERTIFICATION CONTRACT

## B. Organic Operation Summary

Help us understand your organic operation. Describe or attach a summary description of your organic business or plans. *Your full details will be on the complete Organic System Plan you submit.*

Description attached

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## C. Contact Information

### 1) Primary Contact

Please designate one person in your operation to be CCOF's Primary Contact. This person will be listed in CCOF printed and online directories. This person should be knowledgeable of your operation, your Organic System Plan, your operation's activities, applicable organic standards, and have the authority to act on behalf of the company. **All communication will be sent to this contact.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email(s): \_\_\_\_\_

### 2) Additional Contacts

Please list all people at your operation authorized to conduct inspections, meet with inspectors, modify the OSP, or otherwise act on behalf of the company. Check the CC box for contacts that should receive all communication along with the Primary contact listed above. Attach an additional list if necessary.

CC:

Name/Title Phone number Email

CC:

Name/Title Phone number Email

CC:

Name/Title Phone number Email

## D. Certification Program Information

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

*For more information about CCOF certification programs, or to determine which program(s) you need, visit [www.ccof.org/standards](http://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 Canada, the EU/UK, Japan, Korea, Taiwan, and Switzerland from the US. Complete the [GMA application](#).

**CCOF International Standard Program**

Export certification for the EU or Switzerland from Mexico. Complete the [International Standard Program 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)

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: \_\_\_\_\_



# CCOF CERTIFICATION CONTRACT

- 4) By what date do you anticipate the need for certification? \_\_\_\_\_  
*The certification process could take 12 weeks or longer. If you need a shorter timeline you can enroll in the [Expedited Certification Service](#).*
- 5) Is your operation currently certified organic?  
 No  Yes, provide name of certifier: \_\_\_\_\_
- 6) Has this operation ever applied for, or been granted, organic certification?  
 No. Skip to section E.  Yes. Complete this section and provide name of certifier: \_\_\_\_\_
- a) Was your certification or the certification of fields or products ever suspended or 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 the initial and subsequent inspections. Please refer to the CCOF Certification Services Program Manual for fee information. **Certification fees must be paid prior to issuance of certification.** Enter your credit card information on page 4 or attach another form of payment.
- 1) **All Operations:** \_\_\_\_\_  
*Current or expected organic production value (next 12 months)*
- a) **Farm and Livestock operations:** \_\_\_\_\_  
*Current or expected cost of certified organic seed and/or feed purchased (next 12 months)*
- b) **Handlers/processors/private labelers and other non-farm businesses:** \_\_\_\_\_  
*Current or expected cost of certified organic ingredients/products purchased (next 12 months)*
- c) **Retail and Restaurant operations:** \_\_\_\_\_  
*Current or expected number of stores (next 12 months)*



# CCOF CERTIFICATION CONTRACT

Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

## G. Certification Contract and Agreement

► The following must be signed by a legally authorized representative of any operation 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 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 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):	
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.

- 1) Online Presence:
  - Facebook: \_\_\_\_\_
  - LinkedIn: \_\_\_\_\_
- 2) Sales Methods:
  - Community Supported Agriculture (CSA): \_\_\_\_\_
  - Copacking Services (CS): \_\_\_\_\_
  - Export (EX): \_\_\_\_\_
  - Farmer's Market (FM): \_\_\_\_\_
  - Ingredients (Ing): \_\_\_\_\_
  - Internet (WWW): \_\_\_\_\_
  - Produce Stand (PS): \_\_\_\_\_
  - Retail (R): \_\_\_\_\_
  - Tasting Room/Winery: \_\_\_\_\_
  - U-Pick (UP): \_\_\_\_\_
  - Wholesale (WS): \_\_\_\_\_
- 3) Apprenticeship Options:
  - Apprenticeship Offered: \_\_\_\_\_
  - Terms:  Board  Internships  Wage  Other: \_\_\_\_\_
- 4) Company Statement (Promotional/sales/informational or public statement about your company):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## J. Additional Service Opportunities (optional)

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

- Food Safety Services for Farms  Food Safety Services for Facilities or Processing  Food Safety Training
- Other: \_\_\_\_\_



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

**If you do this:****Fill out these forms:**

1) Apply for organic grower certification.	<ul style="list-style-type: none"><li>• <a href="#">CCOF Certification Contract</a></li></ul>
2) Grow crops.	<ul style="list-style-type: none"><li>• <a href="#">Parcel Application</a> (for each parcel)</li><li>• <a href="#">Grower Materials Application (OSP Materials List)</a></li><li>• <a href="#">G4.0 Soil Management</a></li><li>• <a href="#">G4.2 Natural Resources</a></li><li>• <a href="#">G5.0 Pest Management</a></li><li>• <a href="#">G6.0 Production</a></li><li>• <a href="#">G7.0 Labeling</a></li><li>• <a href="#">G8.0 Record Keeping</a></li></ul>
3) Use seed, transplants, or planting stock.	<ul style="list-style-type: none"><li>• <a href="#">G3.0 Seeds and Planting Stock</a></li></ul>
4) Grow seedlings, transplants, planting stock, crops in containers, and/or crops in greenhouses/shadehouses.	<ul style="list-style-type: none"><li>• <a href="#">G3.1 Seedlings, Transplants, Container, &amp; Greenhouse/Shadehouse Production</a></li></ul>
5) Grow mushrooms.	<ul style="list-style-type: none"><li>• <a href="#">G3.2 Mushroom Production</a></li></ul>
6) Use manure or compost that contains manure.	<ul style="list-style-type: none"><li>• <a href="#">G4.1 Compost and Manure</a></li></ul>
7) Own the crop at harvest.	<ul style="list-style-type: none"><li>• <a href="#">G6.1 Harvest &amp; Transport</a></li></ul>
8) Store crops.	<ul style="list-style-type: none"><li>• <a href="#">G6.2 Storage</a></li></ul>
9) Use synthetic herbicides, insecticides or rodenticides where organic crops are stored.	<ul style="list-style-type: none"><li>• <a href="#">G6.3 Synthetic Pesticides in Storage</a></li></ul>
10) Perform simple post-harvest handling of only our own organic crops at our own facility/location.	<ul style="list-style-type: none"><li>• <a href="#">G6.4 Simple On-Farm Post Harvest Handling</a></li></ul>
11) Sell nonorganic and/or other operations' products directly to consumers (CSA, farm stand, farmers' market, u-pick, website sales, etc.).	<ul style="list-style-type: none"><li>• <a href="#">G6.5 Sourcing Products &amp; Direct Marketing</a></li></ul>
12) Store crops in unsealed or permeable packaging at one or more uncertified facilities that do not open, re-label, or process them.	<ul style="list-style-type: none"><li>• <a href="#">Uncertified Handler Affidavit</a> (for each uncertified storage facility)</li></ul>
13) Process products or perform post-harvest handling at one or more facilities I own or lease.	<ul style="list-style-type: none"><li>• <a href="#">Guide to Handler OSP Forms</a> Complete applicable forms as directed</li></ul>
14) Provide crop production services to a CCOF certified entity and I want my CCOF certified customer to manage my certification on my behalf.	<ul style="list-style-type: none"><li>• <a href="#">Contracted Partner Program Application</a> (optional)</li></ul>
15) Contract other independently certified facilities to produce or label a product.	<ul style="list-style-type: none"><li>• <a href="#">G6.1 Harvest &amp; Transport</a></li></ul>
16) Are located in Mexico.	<ul style="list-style-type: none"><li>• <a href="#">Mexico Compliance Program Application</a></li></ul>
17) Export or plan to export organic products, or your organic products may be exported to another country by someone else.	<ul style="list-style-type: none"><li>• <a href="#">Global Market Access Program Application</a></li></ul>
18) Apply for certification of livestock.	<ul style="list-style-type: none"><li>• <a href="#">Guide to Livestock Producer OSP Forms</a> Complete applicable forms as directed</li></ul>
19) Apply for certification of wild crops.	<ul style="list-style-type: none"><li>• <a href="#">Guide to Wild Crop OSP Forms</a> Complete applicable forms as directed</li><li>• <a href="#">W2.0 Wild Crops</a></li></ul>



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

- ▶ Use this form during the new application process and to add acreage to an already certified operation.
- ▶ Once submitted, this form does not need to be updated in the future. Notify CCOF in any written format of future cropping changes.

**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*.
  - Area with a different production system (e.g. in-ground vs. in containers), *even if adjacent*.

1) Field name or code: \_\_\_\_\_

2) Block or lot number(s) if any: \_\_\_\_\_

3) Street address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

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

5) Additional location information, if known, such as geographical coordinates, geo code, latitude/longitude or cross street/road: \_\_\_\_\_

6) When do you plan to harvest a certified organic crop from this parcel? M: \_\_\_\_\_ D: \_\_\_\_\_ Y: \_\_\_\_\_  
*Crops harvested prior to inspection cannot be certified.*

7) Total acres to be certified organic at this location: \_\_\_\_\_

8) List crops currently grown (or planned to be grown) on this parcel, with 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 [OSP G3.1 Seedlings, Transplants, Container, & Greenhouse/Shadehouse Production](#). Complete a separate G3.1 if the parcel is managed under a different container production system than existing container parcels.

**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.



**C. Livestock Use**  Not Used for Organic Livestock

Please 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. Boundaries and Buffers**

*Boundaries and buffer zones must be sufficient to prevent contamination of organic land or crops by prohibited substances (prohibited materials), including contact with products produced by genetic engineering (GMO). Producers must **immediately** notify CCOF of any known application or drift of a prohibited material to a field or product. Fields or farms where organic products are produced must have distinct, defined boundaries and buffer zones to prevent contact with prohibited materials applied to adjacent nonorganic land.*

- ▶ If prohibited materials (including GMO seeds) are used on land adjacent your organic parcel, you may be required to keep a buffer zone, or implement other preventative measures to prevent contamination of organic crop.
- 1) Describe **all** areas bordering this parcel. Attach another sheet if needed.

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

**E. Maps**

- ▶ Attach an 8 1/2" x 11" (standard page size) map of the parcel listed above. The map may be an Assessor's Parcel Map, an aerial photo, or other map that **clearly shows the boundaries of the parcel**. Include the following information on your map:
  - Nearest public roads and a directional arrow pointing north.
  - Neighboring land uses (such as nonorganic crop land, pasture, diversion ditch, etc.).
  - Buffers and buffer zones, as applicable.
  - Landmarks such as railroad tracks, windrows or hedges, riparian areas, permanent beneficial habitats, buildings, etc.
  - Existing installations of treated lumber (Lumber treated with arsenate or other prohibited materials may not be used for new installations or replacement purposes where it contacts soil or crops).
  - If your irrigation source is used for the application of prohibited materials to nonorganic land, show a piping diagram of valves and/or backflow prevention devices that prevent contact with prohibited materials, or attach a separate map.
  - Block or lot numbers, if any.



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: \_\_\_\_\_
2) Is this parcel currently certified organic?
3) Is all production at this parcel in containers and on permanent, solid, impermeable flooring (e.g. concrete)?
4) Date of the Last Prohibited Material application (DLPM): M: \_\_\_\_\_ D: \_\_\_\_\_ Y: \_\_\_\_\_
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.

Table with 4 columns: Owner or Manager (check one), Name, Start Date (MM/YY), End Date (MM/YY). Rows include checkboxes for owner and manager.

- 7) What crop production or other activities have occurred on this parcel during the past three years (or since the DLPM if < 3years)?
Fallow, Cover cropping, Pasture, Production of crops (list crops grown in box below), Other (describe in box below)

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



### G. Verification of Land History & Activities

Your land cannot be certified organic until all land parcel 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 page 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.
- ▶ To establish land history CCOF may require additional verification from government agencies, such as Pesticide Use Reporting, or other sources, such as 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)).**

Parcel name: \_\_\_\_\_

Block/lot numbers, if applicable: \_\_\_\_\_ Acreage of parcel: \_\_\_\_\_

Parcel address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

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

**A. I have direct and comprehensive knowledge of the activities and material applications which have taken place at the parcel named above during the time period: (select one)**

\_\_\_\_\_ through \_\_\_\_\_ **OR**  \_\_\_\_\_ through the present.  
*MM/DD/YY MM/DD/YY MM/DD/YY*

**B. I have this knowledge because: (select one)**

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

**C. The following is a complete list of ALL materials applied to the parcel during the time period indicated above (or for the past three years, whichever is most recent), including the current crop cycle.**

*Provide full product and manufacturer names as they appear on the product label, and application dates.*

- No materials (including fertilizers, pest control products, treated seed, adjuvants, or any other materials) were applied to the parcel during the time period indicated above.
- No materials (including fertilizers, pest control products, treated seed, adjuvants, or any other materials) were applied to the parcel since the DLPM provided in Section F.
- I have attached \_\_\_\_\_ (#) additional pages which list all materials applied during the time period indicated above.
- All materials applied during the time period indicated above are listed in the table below:  
*Include all fertilizers, pest control products, and other products (treated seeds, adjuvants, etc.). Mark the type for each item.*

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

**D. I attest that the above is complete and correct to the best of my knowledge.**

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

Producers must use organically grown seeds, annual seedlings, and planting stock. Untreated, non-organic seeds and planting stock may be used when equivalent organic varieties are not commercially available. Genetically Modified Organisms (GMOs) are not compatible with organic production and are prohibited. Organic annual seedlings (transplants) must be used unless a temporary variance has been established. Crops from non-organic planting stock must be produced on plant material grown under organic management in order to be sold as organic. Non-organic perennial planting stock must be organically managed for at least one year before it is sold as organic. Grafted plants are considered organic if both rootstock and graft were organically grown. Organic seeds must be used to produce edible sprouts.

A. Seeds & Planting Stock Please check which of the following you use for planting:

- 1) Seeds: [ ] No seed used
[ ] Organic seed (if seed is treated, including pelletized, coated, primed, inoculated, etc. complete C & D below)
[ ] Non-organic, untreated seed (complete B & C below) [ ] Non-organic, treated or inoculated seed (complete B, C & D below)
2) Annual seedlings (transplants): [ ] No annual seedlings used
[ ] Certified organic seedlings. List supplier and attach certificate: \_\_\_\_\_
[ ] Produce own organic seedlings. Describe in G3.1 Seedlings, Transplants, Container & Greenhouse/Shadehouse Production
3) Perennial Stock: [ ] No perennial stock purchased
[ ] Organic perennial stock [ ] Non-organic perennial stock (complete B & C below)
4) Other Planting Stock: [ ] No other planting stock used
[ ] Organic planting stock other than seedlings, such as rhizomes, shoots, tubers, cuttings or roots (including strawberry crowns, raspberry canes, potato eyes, etc.)
[ ] Non-organic planting stock other than seedlings (complete B & C below)
5) Non-Organic Planting Stock
If you use non-organic planting stock to produce an organic crop please explain how you verify that new vegetative, flowering, and fruiting growth occurs under organic management prior to an organic harvest.
[ ] Pruning/removal of non-organic plant material. [ ] Harvest & sell as non-organic (Provide description).
[ ] Other (describe): \_\_\_\_\_

B. Commercial Availability [ ] Not applicable, all my planting materials are organic

- 1) For all non-organic seed or planting stock, what qualities and characteristics do you seek?
[ ] Germination rate [ ] Drought tolerance [ ] Bulk quantity [ ] Disease resistance [ ] Greater crop yield
[ ] Other (describe): \_\_\_\_\_
2) Explain how you determine that organic seed or planting stock is not available for equivalent varieties:
\_\_\_\_\_
[ ] Additional documents attached.
3) Do you grow crops on contract such that seed or planting stock is supplied by someone else? [ ] Yes [ ] No
4) If yes, you must maintain documentation that demonstrates your buyer has conducted a commercial availability search.
a) What documents do you maintain?
[ ] Seed search log [ ] Invoices [ ] Letters from seed suppliers [ ] Organic certificates [ ] Other (describe): \_\_\_\_\_

C. Seed Genetic Modification [ ] Not applicable, no seed used, or all seed is organic

- 1) Which methods do you use to document that inoculants, non-organic seeds or planting stock is not genetically modified?
[ ] Non-GMO statement from the supplier [ ] Catalog statement
[ ] Other (describe): \_\_\_\_\_

D. Seed Treatments [ ] Not applicable, no seed treatments used

- 1) For any seed treatment (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 [ ] Material Review Request Form (MRRF) approved by CCOF
2) List all seed treatment materials on your Grower Materials Application (OSP Materials List). [ ] Attached



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

▶ Complete this form if you produce organic seedlings, transplants, crops in containers and/or crops within greenhouses, shadehouses, and/or buildings.

**A. Production Locations and Types**

1) Are all locations where crops are grown within the boundaries of a certified organic parcel?

No. Submit a [Parcel Application](#).  Yes

a) List the certified parcels where seedling, transplant and container production occurs:

\_\_\_\_\_

2) Do you alternate between organic and nonorganic production at the above listed organic growing locations?

No. Skip to question A5.  Yes. Complete this section.

3) Describe or attach your Sanitation Standard Operating Procedure (SSOP) for cleaning to prevent contamination prior to resuming organic production.  Attached

\_\_\_\_\_

4) How do you document that your SSOP is followed prior to resuming organic production?

Cleaning Logs  Other, describe: \_\_\_\_\_

5) What type of container crops are produced by your operation (check all that apply):

Annual seedlings  Planting Stock  Edible Sprouts  Microgreens, Shoots, Wheatgrass  Fodder for Livestock  
 Other crops grown to maturity in containers  Mushrooms. Complete [G3.2 Mushroom Production](#)

**B. Crops Grown in Containers**

1) Attach a detailed description of each type of production system. Include photographs.  Attached

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

\_\_\_\_\_

3) Are sanitizers used in contact with seeds and/or crops? *Sanitizers used in crop production must be included on Materials List.*

No  Yes. Describe sanitizing and rinsing procedures below.

\_\_\_\_\_

4) Are crops grown in media/substrate/planting mix?

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

5) How are water and liquid nutrition delivered to the plant roots?

Indirectly to plant roots via application to the growing media/substrate/planting mix  
 Directly to plant roots (i.e. NFT, flood and drain, raft systems, aeroponic systems)  
 Other (explain): \_\_\_\_\_

\_\_\_\_\_

6) Is there biological activity within the growing media/substrate/planting mix?

No  Yes. Explain how biological activity is introduced:

\_\_\_\_\_

7) Does the growing media/substrate/planting mix contain organic matter sufficient to support biological activity?

No  Yes. List components that contain organic matter:

\_\_\_\_\_

8) Is nutrition available from the growing media/substrate/planting mix on an ongoing basis?

No. Skip to question B9.  Yes, complete questions a and b below

a) List components providing nutrition at initial planting:

\_\_\_\_\_

b) List amendments added to replenish nutrition within growing media/substrate/planting mix throughout life of the plant and include frequency of use:



- 9) How is growing media/substrate/planting mix disposed of at the end of the growing 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):

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**C. Greenhouses, Shadehouses & Buildings**

- 1) Do you grow crops in greenhouses, shadehouses, or buildings?  
 No. Stop, this form is complete.    Yes, all organic crops. Stop, this form is complete.  
 Yes, organic and nonorganic crops. Complete this section
- 2) How do you separate and identify organic and nonorganic growing areas?
- 
- 3) How do you prevent commingling of allowed and prohibited growing media/substrate/planting mix during preparation and storage?
- 
- 4) How do you label or distinguish between organic and nonorganic plants?
- 
- 5) How do you prevent drift of prohibited materials through ventilation systems?
- 
- 6) How do you prevent contact with prohibited materials applied through shared irrigation systems?
-



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) How is spawn obtained? Check all that apply:  
 Produced by my operation. Include all spawn substrate on your [Grower Materials Application \(OSP Materials List\)](#).  
 Purchased from certified organic source.  
 Purchased from nonorganic source. Complete [G3.0 Seeds and Planting Stock](#), sections B & C.
- 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 manage cultivation and tillage to maintain or improve physical, chemical, and biological conditions of the soil, and minimize soil erosion.

► List crops/fields covered by this section (you may attach another page if rotations or soil management vary by crop or site):

**A. Fertility Plan**

1) Describe your "rotation" plan and how it maintains or improves soil organic matter. Include specific crops and seasonal rotation plans. Crop rotation is required for both perennial and annual crops. Rotation includes the use of cover crops, hedgerows or other types of diversified plantings in perennial systems.

2) What are the major components of your soil and/or crop fertility 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 or describe tillage and cultivation practices in the order performed throughout the crop season:

**B. Monitoring Plan**

1) How do you monitor the effectiveness of your fertility management plan?

- Soil observation  Crop observation  Crop yield comparison
 Other:

2) How often is monitoring performed?

- Daily  Weekly  Monthly  Annually  As needed  Other:

3) What type of testing do you perform? (Copies of tests must be available.)

- N/A, no testing performed  Soil tests  Tissue tests  Microbiological tests  Crop quality testing
 Other:

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
 Conservation (minimum) tillage  Micro-irrigate  Windbreaks  Winter cover or cover crops
 Other:



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

Composting is a process of combining **plant and animal** materials under specified conditions. Applications of uncomposted plant material are not restricted. Uncomposted animal manure must be composted or applied so it does not contaminate crops, soil, or water.

**A. Composition of Produced Compost**

- 1) Do you produce compost that contains manure?  
 No, no compost produced. Skip to section B.  Yes. Complete this section.  
 No, compost does not contain manure. Complete this section
- 2) Compost that **contains manure** must be produced in one of the two following ways: (check one)  
 In windrows: must be aerated, reach 131-170°F for at least 15 days, & turned at least 5 times  
 In-vessel or static system: must be aerated, & reach 131-170°F for at least 3 days  
**If compost does not meet these requirements, it is considered uncomposted manure. Complete section D below.**
- 3) Please list all compost ingredients (i.e. hay, manure):  
  

---

- 4) List compost produced on-farm on your [Grower Materials Application \(OSP Materials List\)](#).  Attached

**B. Composition of Purchased Compost**

- 1) Do you purchase compost that contains manure?  
 No. Skip to section C.  Yes. Complete this section.
- 2) How do you confirm that the compost meets NOP §205.203(c)(2) (see A1 above)?  
 OMRI, WSDA, or CDFA OIM listing  Material Review Request Form (MRRF) approved by CCOF
- 3) List purchased compost on your [Grower Materials Application \(OSP Materials List\)](#).  Attached

**C. Processed Manure**

- 1) Do you apply processed manure?  
 No. Skip to section D.  Yes. Complete this section.  
*Processed manures may be used without a specific interval between application and harvest if they have been 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 policy document issued July 2007).*
- 2) How do you confirm that the processed manure meets the heat processing requirements described above?  
 OMRI, WSDA, or CDFA OIM listing  Material Review Request Form (MRRF) approved by CCOF
- 3) List processed manure on your [Grower Materials Application \(OSP Materials List\)](#).  Attached

**D. Uncomposted Animal Manure**

'Compost' refers only to the processes described in part A above. See NOP §205.203(c)(2)

- 1) Do you apply uncomposted animal manure?  
 No. Stop, this form is complete.  Yes. Complete this section
- 2) Uncomposted manure must be applied in one of the three following ways: (check which apply)  
 Applied to crops that are not for human consumption (such as cover crops or livestock feed)  
 Incorporated at least 120 days before harvest of crops whose edible portions contact soil or soil particles (such as carrots or lettuce)  
 Incorporated at least 90 days before harvest of crops whose edible portions do not contact soil or particles (such as corn or apples)
- 3) How do you ensure the manure does not contaminate wells, rivers or streams, lakes or ponds?  
  

---

- 4) How do you confirm that the manure meets NOP requirements for crop input materials?  
 OMRI, WSDA, or CDFA OIM listing  Material Review Request Form (MRRF) approved by CCOF  
 Apply manure only, from this operation's own animals  
List manure on your [Grower Materials Application \(OSP Materials List\)](#).  Attached



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 OSP section applies to all parcels in all operations engaged in crop and animal production including greenhouses, poultry production, and other non-field organic production systems. Attach additional pages and maps reflecting natural resource management as needed. Have all records available at your inspection.

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?
3) How do you maintain or improve your water resources (consider both quantity and quality)?
4) How do you improve and/or maintain natural resources in non-crop areas, such as borders, fallow ag land, and non ag habitats?
5) How are you managing habitat for pollinators, natural enemy insects and other wildlife throughout the production season?
6) What actions do you take to prevent or control invasive plant/animal species, especially those threatening natural areas?



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) Please describe additional measures taken to conserve natural resources, if applicable:

## B. Biodiversity and Natural Resources Monitoring Plan

1) How do you evaluate and document whether conservation measures maintain or improve 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 nutrient and pathogen pollution  
 Allow the natural process of plan 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 must be used as a first resort to manage insects, diseases and weeds. Mechanical and physical controls may also be used.*

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

**B. Using Substances for Controlling Weeds, Insects, or Diseases**

- Do you use substances for controlling weeds, insects, or diseases?
  - No substances used. Skip to section C.
  - Yes. List all substances on your [Grower Materials Application \(OSP Materials List\)](#)

*When preventative and/ or mechanical means of managing a weed, insect or disease pest is insufficient, a natural (non-synthetic) material may be applied. When this method is insufficient, an allowed synthetic material may be used if it is on the National List and if the conditions for using the substance are documented in the Organic System Plan.*
- Describe the conditions that must exist before you will resort to using substances for weed, insect or disease control:
  - When preventative measures described above fail
  - When economic thresholds for pest damage are exceeded
  - Other (describe): \_\_\_\_\_

**C. Burning Crop Residues**

- Do you burn crop residues?  No. Stop, this form is complete.  Yes, complete this section.
 

*Burning may not be used as a means to dispose of crop residues. However, it may be used to suppress diseases or stimulate seed germination. Crop residues are defined as the plant parts remaining in a field after the harvest of a crop, which includes stalks, stems, leaves, roots and weeds.*
- What crop residues do you burn, and how often do you burn them?  
\_\_\_\_\_
- What diseases are to be suppressed, or which specific seeds are to be germinated?  
\_\_\_\_\_



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

Buffer zones must be sufficient to prevent contamination of organic land or crops by prohibited materials, including contact with products produced by genetic engineering (GMO). Producers must IMMEDIATELY notify CCOF of any known application or drift of a prohibited material to a field or product. Fields or farms where organic products are produced must have distinct, defined boundaries and buffer zones to prevent contact with the land or crop by prohibited materials applied to adjoining non-organic land.

**A. Boundaries & Buffers**

▶ If prohibited materials (including GMO seeds) are used on land adjoining your organic parcel(s), you may be required to keep a buffer zone, or implement other preventative measures to prevent contamination of organic crop.

1) If crops are grown in buffer areas, how are they separated during harvest, storage and sales? Documentation of separation (such as records or photographs) must be available.

- Not applicable, no buffer crop grown Harvest containers are not marked 'organic' Crop is not harvested
Stored apart Harvest at different times Crops are not marked 'organic' on crop records Mark or flag buffer areas
Crop is destroyed Sold to a different buyer than the organic Given away
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 neighbors (attach) Written notification to the County Road Dept Post signs
3rd party residue testing Ongoing monitoring of neighboring land management practices Other (describe):

**B. Lumber Treated with Arsenate or Other Prohibited Substances**

1) Do you use lumber treated with arsenate or other prohibited substances?

- No. Skip to section C Yes. Complete the table below

Lumber treated with arsenate or other prohibited substance may not be used for new installations or replacement purposes where it comes into contact with soil or crops.

Table with 3 columns: Use (endpost, trellis, etc), Location(s), Date installed

**C. Application Equipment That Is Also Used for Nonorganic Materials or GMO Seed**

1) Do you use application equipment that is also used for nonorganic materials or GMO seed?

- No, no application equipment used. Skip to section D No, all application equipment is used for organic only. Skip to section D
Yes. Complete this section

2) List equipment used for organic crops or lands that is also used to apply prohibited materials for planting, fertilizing, or pest control. Attach additional sheets if necessary. Additional sheets attached

Table with 3 columns: Equipment type (not for tillage), Own, rent, borrow, or custom work?, How is it cleaned before use on organic, including materials used?



- 3) How do you document that the equipment is cleaned or purged?  
 Cleaning and/or purge logs (must be available at inspection)     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 may be in your irrigation water?  
 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? (Please also ATTACH a map showing a piping diagram if valves or backflow prevention devices have been installed.)  
 Map attached
- 

**E. Prohibited Materials Storage on Farm**

- 1) Do you store any prohibited materials on farm?  
 No     Yes. Complete this section
- 2) How do you identify and separate prohibited and allowed materials in storage areas?
-



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

**A. Harvest & Transport Ownership & Contracting**

- 1) Do you perform or contract out harvest and/or retain ownership of crop during harvest & transport?  
 No, none of the above. Skip to section B.     Yes. Complete this section
- 2) Is any equipment for harvest, in-field washing and/or packing, or transport used for **both** organic and nonorganic crops?  
 No, none used for **both** organic and nonorganic. Skip to question A4.     Yes. Complete the table below.

Equipment	Own, rent, borrow, or custom work?	How is it cleaned before use on organic, including materials used?

- 3) How do you document that equipment is cleaned or purged?  
 Cleaning and/or purge logs (must be available at inspection)     Other (describe):

- 4) Do you wash crops in the field?  
 No. Skip to section B.     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     Yes. Attach records or SOP used for monitoring chlorine. Records or SOP will be verified by your inspector.
    - 1. 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*  
 Yes     No, chlorine never added to water above SDWA limits

**B. Identical Organic & Nonorganic Crops**

- 1) Do you ever harvest identical organic and nonorganic crops?  
 No. Skip to section C.     Yes. Complete this section.
- 2) How do you prevent commingling of identical organic and nonorganic crops during harvest and/or transportation from the field?  
 Distinctly labeled or marked containers or trucks     Closed containers     Harvested at different times  
 Shipped on separate, marked vehicles     Crops shipped to separate destinations     Other (describe):

**C. After Harvest Handling/Processing at a Certified Organic Facility**

- 1) Do you use a certified organic facility to handle/process crops after harvest?  
 No. Stop, this form is complete.     Yes, but I transfer ownership at delivery. Stop, this form is complete.  
 Yes. Complete this section.



2) List all organic products handled at each corresponding facility below including private label products (or attach a list) and **attach all labels.**

*Product category will appear in directory of CCOF certified operations. Product category, detail and brand name will appear on your certificate. CCOF reserves the right to modify product listings to reflect directory naming conventions.*

Other list attached

Product Category (Ex: Almonds, Olive Oil)	Product Detail (Ex, Shelled, Extra Virgin)	Brand Name	Packaging Form <i>Attach labels</i>	Product Label Claim	Certified Location where Product is Handled <i>Attach certificate</i>
			<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale/ Bulk <input type="checkbox"/> Not packaged	<input type="checkbox"/> Made w/ Organic <input type="checkbox"/> Organic <input type="checkbox"/> 100% Organic	
			<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale/ Bulk <input type="checkbox"/> Not packaged	<input type="checkbox"/> Made w/ Organic <input type="checkbox"/> Organic <input type="checkbox"/> 100% Organic	
			<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale/ Bulk <input type="checkbox"/> Not packaged	<input type="checkbox"/> Made w/ Organic <input type="checkbox"/> Organic <input type="checkbox"/> 100% Organic	

3) How do you verify that all facility/processing location organic certificates are current for all products above?

Maintain valid certificates onsite listing specific branded products, updated annually.  Other (describe):



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

**A. Crop Storage at Other Facilities**

Complete this section if you store crops at facilities that you do not own, operate, and/or lease.  Not Applicable

- 1) Do you own the crop while it is in storage?
  - No, Skip to section B  Yes. Complete this section.
- 2) Which of the following applies to the storage facility? (if multiple facilities, check all that apply)
  - The facility is certified and I maintain copies of their organic certificate. **Attach certificate.**

Certifier: \_\_\_\_\_

- This facility is uncertified and covered by an [Uncertified Handler Affidavit \(UHA\)](#). **Attach form.**
- I maintain the Handler OSP for the facility, and I am responsible for its annual inspection. **Attach OSP sections.**

3) List and describe your storage locations:

Crop	Facility Name/ Location

**B. Crop Storage at Owned, Operated, and/or Leased Facilities**

Complete this section if you store crops at facilities that you own, operate, and/or lease.  Not Applicable

1) List and describe your storage locations:

Crop	Facility Address	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 section C.  Yes. Complete this section.

a) How do you separate & 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?

**C. Facility Pest Management**

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

- In-house  Contracted pest control service (name): \_\_\_\_\_

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

- Remove pest habitat, food sources, and breeding areas  Prevent access to handling facilities
- Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)
- Other (describe): \_\_\_\_\_



- 3) Which of the following practices do you use to **control** pests in organic production and storage areas?
- N/A, none used     Mechanical or physical controls, including traps, light, or sound
  - Lures and repellents using nonsynthetic or synthetic substances consistent with the National List. List lures and repellents that you apply in organic production and storage areas on your [Grower Materials Application \(OSP Materials List\)](#).
- 4) Are the measures listed above sufficient to prevent or control pests?
- Yes     No     N/A, none used
  - a) If no, list pest control materials **from the National List** that you apply in organic production and storage areas on your [Grower Materials Application \(OSP Materials List\)](#).
    - Attached

*Prevention and control methods described above must be implemented before National List materials may be used. National List materials include carbon dioxide, nitrogen gas, Vitamin D3 bait, boric acid, diatomaceous earth and soap products.*
- 5) Are National List materials on your [Grower Materials Application \(OSP Materials List\)](#) sufficient to prevent or control pests?
- Yes     No     N/A, none used
  - a) If no, explain below (or attach justification). List pest control materials **not on the National list** that you apply in organic production and storage areas on your [Grower Materials Application \(OSP Materials List\)](#).
    - Letter of justification attached
- 
- 6) How do you prevent pest control materials from contaminating organic products, ingredients, and packaging materials?
- Remove product and packaging from areas to be treated     Wash and rinse organic contact surfaces after treatment
  - Cover equipment used for organic handling during treatment     Purge equipment with nonorganic product after treatment
  - Other (describe): \_\_\_\_\_
- 7) Where do you record pest control material use and measures taken to protect organic products or packaging?
- Pesticide Use Log     Log describing removal/reentry of products and packaging     Purge log
  - Other (describe): \_\_\_\_\_



**Operation Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*If practices and materials included in [G6.2 Farm Storage](#) are not effective to control pests in certified facilities, a synthetic material not on the National List may be used, **provided** that CCOF approves the material, method of application, and measures taken to prevent contact with organic products.*

**A. Application of Synthetic Pesticides Not on the National List**

- 1) Do you apply synthetic pesticides not on the national list in organic facilities and/or storage areas?  
 No. Stop. Do not complete this form.     Yes. Complete this form.
- 2) Facility name: \_\_\_\_\_
- 3) For each synthetic pesticide to be used, justify why you must use it instead of preventative measures and pest control materials on the National List (you may attach another page if necessary):

- 4) What is the method of application?  
 Crack and crevice spray     Fogging     Fumigation     Other (describe):

5) List material(s) that will be used (MSDS or label must be available at inspection):

Brand Name (ex: Bait from ABC Co.)	Material (ex: rodenticide)	Target pest	Location used

- 6) How do you prevent the pesticides listed above from contacting organic products, ingredients, or packaging materials?  
 Remove product from areas to be treated     Wash and rinse all food contact surfaces after treatment  
 Bait contained in secured stations     Seal containers of organic products or packaging  
 Cover equipment used for food handling     Purge equipment with non-organic product  
 Cover organic product (describe):  
  
 Other (describe):

- 7) How do you verify or record the above described measures were taken (all logs must be available at inspection)?  
 Organic product movement log     Pesticide use log     Purge log     Log of covering products or packaging  
 Equipment cleaning log     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 your own organic product.** Simple activities include: washing, drying, dehydrating, hulling, shelling, pressing, or hand sorting/sizing/packing.
- ▶ This form does not apply if you are handling both organic and nonorganic products, making multiple ingredient products, operating a multi-farm CSA, performing complex handling such as baking, brewing, extracting, etc. Please refer to the [Guide to Handler OSP Forms](#) for other handling services.

**A. General information**

- 1) Site Name & Location (full address):  
\_\_\_\_\_
- 2) List, or attach a list, of all organic products handled here.  List attached  
\_\_\_\_\_
- 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 materials and storage areas. If the descriptions provided are not complete, or show that you are performing complex processing, CCOF may require that you complete the Handler OSP sections.  
 Complete description attached

**B. Sanitation and Water Use**

- 1) Do you use any cleaning agents and/or sanitizers to clean crops or food contact surfaces?  
 No  Yes. List materials on your [Grower Materials Application \(OSP Materials List\)](#).
- 2) Describe how the equipment is cleaned and/or sanitized.  
\_\_\_\_\_
- 3) If you use sanitizers on equipment, how do you ensure that contact surfaces are free of residuals?  
 None used  Chlorine materials and/or sanitizers allowed to evaporate completely  
 Thorough rinses, including a double rinse procedure  
 Residue testing, specify methods: \_\_\_\_\_  
 Other (describe): \_\_\_\_\_
- 4) Do you use water directly on your organic product (i.e. in wash water)?  
 No. Skip to Section C.  Yes. Complete this section.
- 5) Do you add any substance(s) to the water?  
 No  Yes, list name and attach label: \_\_\_\_\_  Label Attached
- 6) If you add chlorine to water that directly contacts organic products, indicate how you meet the following restriction:  
*Residual chlorine levels in water that contacts organic products directly may not exceed the maximum residual disinfectant limit under the Safe Drinking Water Act (4 ppm) at the point where the water last contacts the organic product.*  
 Not applicable, no chlorine added.  Final rinse with water only.  Final rinse with chlorine at or below 4ppm.

**C. Packaging**

- 1) Do you package products?  
 No. Stop, this form is complete.  Yes. Complete this section.
  - a) What type of packaging is used? \_\_\_\_\_
- 2) Do you reuse packaging that once contained nonorganic products?  
 No  Yes
  - a) If packaging is reused, how are organic products protected from contact with possible residues?  
 Liners  Packaging cleaned prior to organic use (describe): \_\_\_\_\_



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

▶ Complete this form if you are an all organic or mixed operation sourcing products and/or using direct sales to consumers such as through a Community Supported Agriculture (CSA) program, a farm stand, a farmers' market, a u-pick, and/or website sales.

**A. Re-selling/Sourcing/Brokering**

1) Do you ever harvest or obtain (buy, source, trade, broker, etc.) and sell products sourced from other operations?

- No, I do not sell product from other operations. Skip to section B.  Yes. Complete the table below or attach a list.

Table with 4 columns: Operation Name, Crops, Organic? (yes/no), Certifier (if applicable). Includes example rows for April's Farm and Peaches, Plums.

2) How do you verify that organic certificates are current for all organic products listed above?

- I maintain valid certificates that list the product, and request updated certificate annually.
 I require a current certificate for each shipment, supplier verified as approved, and certificate verified to list product obtained.
 Other (describe):

3) Describe your plan for ensuring organic products are not commingled with nonorganic products during storage, packing, transportation, and sale.  Not applicable, I only sell certified organic products.

**B. Description of Direct Marketing**

1) If you use any of the following types of direct marketing, list and describe them below. Include a complete list of all direct market venues. Attach additional pages if necessary.

- CSA • Farm Stand(s) • Farmers' Markets • U-Pick • Online/website • Other (specify)

Table with 4 columns: Type, Location (include City, State), Days of week direct market is available, Do you sell any nonorganic products at this venue? Includes example rows for Farmers' Market and Farmtown, CA.

**C. Representation and Signage**

1) If you sell both organic and nonorganic products, how do you differentiate those products to consumers? Please be prepared to demonstrate this at inspection. Mark all that apply:

- Not applicable, I only sell certified organic products  Twist ties/Stickers/Rubber bands
 Newsletter/Delivery List (please provide a sample)  Description on website (please provide a printout)
 Clear "organic" and "nonorganic" signage (include photo)  Separate sales area. Describe below.



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

- ▶ All labels or container markings must be approved by CCOF prior to printing
- ▶ This form must include all of your own organic products and any organic products that you broker or resell for other operations.

**A. Non-Retail Shipping or Storage Containers Identification**

*Nonretail containers used only to ship or store organic product must clearly identify the organic status of the product. If you use lot numbers, the non-retail containers must display the production lot number of the product.*

Not applicable, ownership of crop is transferred at harvest, or no shipping or storage containers used.

1) List all products that are packed for shipping or storage in any type of container **other** than for retail sale.

Crop	Brand (if any)	Type of Non-Retail Label
		<input type="checkbox"/> Box <input type="checkbox"/> Bin <input type="checkbox"/> Tote <input type="checkbox"/> Bag <input type="checkbox"/> Other:
		<input type="checkbox"/> Box <input type="checkbox"/> Bin <input type="checkbox"/> Tote <input type="checkbox"/> Bag <input type="checkbox"/> Other:
		<input type="checkbox"/> Box <input type="checkbox"/> Bin <input type="checkbox"/> Tote <input type="checkbox"/> Bag <input type="checkbox"/> Other:
		<input type="checkbox"/> Box <input type="checkbox"/> Bin <input type="checkbox"/> Tote <input type="checkbox"/> Bag <input type="checkbox"/> Other:
		<input type="checkbox"/> Box <input type="checkbox"/> Bin <input type="checkbox"/> Tote <input type="checkbox"/> Bag <input type="checkbox"/> Other:

2) Mark all that apply to describe how you mark the non-retail containers for shipping and storage of organic products. Markings may be on boxes, bills of lading, bin tags or other identifying documentation.

- 'organic', 'org', 'o', etc.  CCOF seal or name  USDA seal  Lot number  Field number  Harvest date code
- Farm name (if all organic farm)  Other (describe):

3) Attach **color** samples of the markings used on non-retail containers

Samples attached (Samples must be no larger than 8.5"x11"- do not send large boxes or entire containers. Photographs, illustrations or print proofs are acceptable).

**B. Unpackaged Retail Labels**

*Products in other than packaged form at the point of retail sale. This includes PLU, twist tie, and plant tag labels. PLU labels include stickers affixed to individual produce items and may include grape bags or tags affixed to other produce that remains unpackaged or open in the retail setting. If the packaging fully encloses the product and is sealed, it is a retail packaged label. The USDA seal and/or the CCOF seal or name may be used, but if both are used, the USDA seal must be displayed more prominently than the CCOF seal. A "Certified Organic by CCOF" statement may be used and can be located anywhere on the unpackaged retail label.*

*CCOF **only** reviews unpackaged retail labels that contain one or more of the following elements: USDA seal, CCOF name/seal, or ingredient statement.*

Not applicable, no unpackaged retail labels used, or unpackaged retail labels do not contain the USDA seal, CCOF seal or ingredient statement.

▶ All unpackaged retail labels with any reviewable elements must be approved by CCOF prior to printing.

1) Attach color copies of **all** reviewable unpackaged retail labels or proposed labels.  **Color** copies of all labels attached

Crop	Brand (if any)	Type of Unpackaged Retail Label
		<input type="checkbox"/> PLU <input type="checkbox"/> Twist Tie <input type="checkbox"/> Plant Tag <input type="checkbox"/> Other:
		<input type="checkbox"/> PLU <input type="checkbox"/> Twist Tie <input type="checkbox"/> Plant Tag <input type="checkbox"/> Other:
		<input type="checkbox"/> PLU <input type="checkbox"/> Twist Tie <input type="checkbox"/> Plant Tag <input type="checkbox"/> Other:
		<input type="checkbox"/> PLU <input type="checkbox"/> Twist Tie <input type="checkbox"/> Plant Tag <input type="checkbox"/> Other:
		<input type="checkbox"/> PLU <input type="checkbox"/> Twist Tie <input type="checkbox"/> Plant Tag <input type="checkbox"/> Other:



**C. Retail Packaged Labels**  Not applicable, no retail labels used

*For packaged products where your operation is the final handler of the product, the label must state "Certified Organic by CCOF" below the name and contact information for your operation. The USDA seal and/or or the CCOF seal or name may be used, but if both are used, the USDA seal must be displayed more prominently than the CCOF seal.*

▶ All retail labels must be approved by CCOF prior to printing

1) Attach color copies of **all** retail package labels or proposed labels.  **Color** copies of all labels attached

Crop/Product	Label/Brand Name

**D. Labels From Other Operations**

1) Do you pack organic crops into labels owned by other companies?

No. Stop, this form is complete.  Yes, they are listed and attached in section B and/or C above. Complete this section.

a) Is the label owner certified organic for the product(s)?

Yes, CCOF certified  Yes, certified by another certification agency  Valid organic certificate attached  
 No

b) If no, do any of the labels use the CCOF name or seal without identifying your operation as the grower of the product ("private labels")?

No  Yes. Complete and attach the [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. They should be sufficient to demonstrate compliance with organic laws and standards and kept for at least five (5) years. An 'Audit Trail' is documentation sufficient to determine the source, transfer of ownership and transportation of organic products.

**A. Records Kept**

1) Indicate which types of records you currently maintain or plan to maintain for your organic production:

**Required:**

- Input application records that show all materials applied with date, rate and location
- Harvest records or field tags that show field identification, date, crops, and quantities harvested and transported from the field
- Sales records, including Grower Statements, Farmer's Market load lists, or inventory lists for your own produce stand(s)
- Receipts for inputs used for crop production, including seeds, transplants, fertilizers, pesticides, etc.
- Natural resource and biodiversity monitoring logs

**As applicable:**

- Activity log
- Planting records that show rotations and/ or crops and plantings
- Shipping records, such as Bills of Lading, delivery receipts, receiving documents, etc.
- Documentation of transactions with co-packers
- Purchase and sales records for products that are brokered or resold
- Other (describe): \_\_\_\_\_

2) How do your records track back or link the production unit (field, greenhouse, etc.) with the harvest, shipping, and sales records?

- Lot numbers  Field numbers or names  Farm name, if the operation is all organic with only one field
- Julian date codes  Other (describe): \_\_\_\_\_

**B. Sample Audit Trail**

1) Attach a sample audit trail, including **all** product tracking documents.  Attached

An audit trail is a recall system linking your product from field to sale. If you are new to organic production, and do not have existing audit trail records, you **must** provide a sample of the audit trail you plan to maintain.

Sample recordkeeping forms can be found at [www.ccof.org/recordkeeping](http://www.ccof.org/recordkeeping)

**C. Production and Sales of Organic and Nonorganic Crops**

1) Do you produce and/or broker both organic and nonorganic crops?

- No. Stop, this form is complete.  Yes. Complete this section.

2) How do your input records distinguish between materials used on organic and nonorganic crops?

3) How do your harvest, shipping & sales records distinguish between organic and nonorganic product?

4) Do you resell or broker organic products from uncertified brokers, traders, wholesalers, or distributors?

Sourcing from uncertified handlers requires additional audit trail verification at inspection.

- No  Yes, attach an **Uncertified Handler Affidavit** (UHA) for each uncertified supplier of organic products

a) If yes, how will you ensure that only certified suppliers are used by the uncertified handler? **Check all that apply.**

Your OSP must list all certified suppliers, including products sourced through uncertified handlers. Audit trail records must link directly back to the last certified operation.

- Do not place order until certified supplier is identified by uncertified handler and approved by CCOF
- For any delivery that cannot be traced back to the certified supplier, refuse or hold shipment until the certified supplier is verified
- Other (describe): \_\_\_\_\_



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**If you do this:**

**Fill out these forms:**

1) Apply for organic wild crop certification.	<ul style="list-style-type: none"> <li>• <a href="#">CCOF Certification Contract</a></li> </ul>
2) Collect wild crops.	<ul style="list-style-type: none"> <li>• <a href="#">Parcel Application</a> (for each non-adjacent field)</li> <li>• <a href="#">W2.0 Wild Crops</a></li> <li>• <a href="#">G4.2 Natural Resources</a></li> <li>• <a href="#">G6.0 Production</a></li> <li>• <a href="#">G7.0 Labeling</a></li> <li>• <a href="#">G8.0 Record Keeping</a></li> </ul>
3) Actively manage growing crops.	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">G4.0 Soil Management</a></li> <li>• <a href="#">G5.0 Pest Management</a></li> </ul> <p><b>As applicable:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Grower Materials Application (OSP Materials List)</a></li> <li>• <a href="#">G3.0 Seeds and Planting Stock</a></li> <li>• <a href="#">G3.1 Seedlings, Transplants, Container, &amp; Greenhouse/Shadehouse Production</a></li> <li>• <a href="#">G4.1 Compost and Manure</a></li> <li>• <a href="#">G6.1 Harvest &amp; Transport</a></li> </ul>
4) Store crops.	<ul style="list-style-type: none"> <li>• <a href="#">G6.2 Storage</a></li> </ul>
5) Use synthetic herbicides, insecticides or rodenticides where organic crops are stored.	<ul style="list-style-type: none"> <li>• <a href="#">G6.3 Synthetic Pesticides in Storage</a></li> </ul>
6) Perform simple post-harvest handling of only our own organic crops at our own facility/location.	<ul style="list-style-type: none"> <li>• <a href="#">G6.4 Simple On-Farm Post Harvest Handling</a></li> </ul>
7) Sell non-organic and/or other operations' products directly to consumers (CSA, farm stand, farmers' market, u-pick, website sales, etc.).	<ul style="list-style-type: none"> <li>• <a href="#">G6.5 Sourcing Products &amp; Direct Marketing</a></li> </ul>
8) Store crops in unsealed or permeable packaging at one or more uncertified facilities that do not open, re-label, or process them.	<ul style="list-style-type: none"> <li>• <a href="#">Uncertified Handler Affidavit</a> (for each uncertified storage facility)</li> </ul>
9) Are located in Mexico.	<ul style="list-style-type: none"> <li>• <a href="#">Mexico Compliance Program Application</a></li> </ul>
10) Export or plan to export organic products, or your organic products may be exported to another country by someone else.	<ul style="list-style-type: none"> <li>• <a href="#">Global Market Access Program Application</a></li> </ul>
11) Process products or perform post-harvest handling at one or more non-certified facilities.	<ul style="list-style-type: none"> <li>• <a href="#">Guide to Handler OSP Forms</a> Complete applicable forms as directed</li> </ul>
12) Buy or resell products and/or act as a broker or trader.	<ul style="list-style-type: none"> <li>• <a href="#">H2.0 Organic Products</a></li> </ul>
13) Apply for certification of livestock.	<ul style="list-style-type: none"> <li>• <a href="#">Guide to Livestock Producer OSP Forms</a> Complete applicable forms as directed</li> </ul>



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?  
\_\_\_\_\_



# Global Market Access (GMA) Application

Find this form at [www.ccof.org/documents](http://www.ccof.org/documents)

## Overview:

- ▶ The CCOF GMA program reviews your operation for compliance with the requirements of equivalence arrangements between:
  - USDA National Organic Program (NOP) with Canada, the EU, Japan, Korea, Switzerland, and Taiwan
  - Canada Organic Regime (COR) with the US, the EU, Japan, Switzerland, and Taiwan
- ▶ Complete information regarding program and export market requirements and fees can be found in the [GMA program manual](#).

## Enroll if you check any of the following:

### ▶ NOP Certified Operations

- Export CCOF certified organic products to the EU, Japan, Korea, Switzerland, Taiwan from the US.
- Export CCOF certified organic products to Canada from any location.
- Design labels for products that will be sold in Canada, the EU, Japan, Korea, Switzerland, or Taiwan.
- Raise or make products from non-ruminant livestock that are exported to Canada.

### ▶ COR Certified Operations (Operations in Canada)

- Export CCOF certified organic products to the US, the EU, Japan, Switzerland, or Taiwan from Canada.
- Design labels for products that will be sold in the US, the EU, Japan, Switzerland, or Taiwan.
- Raise livestock or make livestock products that are exported to the US from Canada.

## The following circumstances require a different CCOF program and application:

- ▶ **CCOF International Standard program:** Operations located in Mexico who plan to export directly to the EU or Switzerland. [www.ccof.org/certification/services/ccof-international-programs](http://www.ccof.org/certification/services/ccof-international-programs)
- ▶ **Mexico Compliance Program:** US based operations who plan to export to Mexico. [www.ccof.org/certification/services/ccof-international-programs](http://www.ccof.org/certification/services/ccof-international-programs)
- ▶ **GMA Wine program:** US operations who plan to export wine to the EU or Switzerland. You must complete the GMA application (this form) and the [GMA Wine Approval Application](#).

## A. General Information

Operation Name	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 <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. What products or crops do you plan to export directly or indirectly (as an ingredient or through brokers/traders etc) to these foreign markets?	<input type="checkbox"/> All <input type="checkbox"/> Limited. Describe:
3. Do you have systems in place to separate ingredients and finished products that meet different organic standards, to avoid commingling?	<input type="checkbox"/> NA, all products meet identical standards. <input type="checkbox"/> Yes, systems in place. Describe:

## B. Labeling and Product Identification

- ▶ **All labels used for exported products must meet the labeling requirements of the importing country.** Each country has different labeling requirements. Review the organic labeling guides at [www.ccof.org/labeling](http://www.ccof.org/labeling). CCOF only reviews English, Spanish, and national seals. Work with your importer to ensure that other labeling elements meet the requirements of your export market.

1. Do you use labels on exported organic products that are different from labels on products sold in the US (NOP certified) or Canada (COR certified)? <i>Select all that may apply to any exported product.</i>	<input type="checkbox"/> Yes. <i>Submit all export labels to CCOF for pre-approval prior to printing.</i> <input type="checkbox"/> No. Labels on exported products are identical to labels on products sold in the USA (or Canada, for operations located in Canada) <input type="checkbox"/> Importer labels product. <b>CCOF does not review labels applied by your importer.</b> <input type="checkbox"/> No labels. Product is bulk/wholesale (non-retail) and required information is provided in shipping/sales documents. <i>Allowed for export from US to Canada only when product is unpackaged i.e. shipped by railcar.</i>
2. Are shipping containers and shipping documents clearly marked "For Export Only" and proof of markings be maintained?	<input type="checkbox"/> Yes. Containers and documents are marked "For Export Only" and evidence will be available during CCOF inspections. <i>Required for any export label that does not meet NOP or COR labeling standards.</i> <input type="checkbox"/> No. Labels on exported products are identical to labels applied to products sold in the US (or Canada, for operations located in Canada).



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<p>3. Have you or your importer ensured that labels are compliant with the organic label requirements of the destination market?</p>	<p><input type="checkbox"/> Yes. <i>You or your importer are responsible for ensuring that labels meet other requirements in the destination market, in addition to organic requirements.</i></p> <p><input type="checkbox"/> No labels. Product is bulk/wholesale (non-retail) and required information is provided in shipping/sales documents. <i>Allowed for export from US to Canada only when product is unpackaged i.e. shipped by railcar.</i></p>
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## C. Supplier Verification

- ▶ 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 or COR certified products when they are not at risk of the critical variances for the destination market.
- ▶ CCOF will verify compliance internally for your CCOF suppliers.

<p>1. Do you have documentation that all suppliers (including for raw produce, ingredients, and processed products) meet the critical variances described in section D or F below for the applicable standard?</p> <p>For products exported to destination markets with no critical variances listed in section D or F, additional documentation is not required.</p>	<p><input type="checkbox"/> Yes. Attach certificates or affidavits for any suppliers not certified by CCOF</p> <p><input type="checkbox"/> No. List products/ingredients:</p> <p><input type="checkbox"/> N/A, I plan to export my own single ingredient crops/products. I do not plan to export products produced or manufactured by others.</p> <p><input type="checkbox"/> N/A, I plan to export products to markets with no critical variances.</p> <p><input type="checkbox"/> N/A, I plan to export products or crops to Canada that are not on the list of high-risk crops at <a href="http://www.ccof.org/canada">www.ccof.org/canada</a></p> <p><input type="checkbox"/> N/A, I plan to export products or crops to the US from Canada that do not contain livestock products.</p>
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## D. NOP Exports: Critical Variances (Only answer for applicable markets)

Market	Management Practice/Concern	Answer
Canada (Prohibited)	Do you grow or use agricultural products produced with the use of sodium (Chilean) nitrate?	<input type="checkbox"/> No, sodium nitrate is not used in agricultural products <input type="checkbox"/> Yes, sodium nitrate is used in agricultural products <input type="checkbox"/> Sodium nitrate is used in some agricultural products but not others. Describe:
Canada (Prohibited)	Do you grow or use agricultural products produced by hydroponic or aeroponic production methods?	<input type="checkbox"/> No, hydroponic/aeroponic methods are not used <input type="checkbox"/> Yes, hydroponic/aeroponic methods are used <input type="checkbox"/> Hydroponic/aeroponic methods are used in some agricultural products but not others. Describe:
Canada (Required)	Do all organic non-ruminant livestock & livestock products meet the livestock stocking rates set forth in the Canadian Standard?	<input type="checkbox"/> No, non-ruminant livestock do not meet the stocking rates set forth in the Canadian Standard <input type="checkbox"/> Yes, all non-ruminant livestock & products meet the stocking rates <input type="checkbox"/> Only some meet the stocking rates, others do not. Describe:
Korea (Prohibited)	Do you plan to export raw or unprocessed products?	<input type="checkbox"/> No, I do not plan to export raw or unprocessed products <input type="checkbox"/> Yes, all of the products I plan to export are raw or unprocessed <input type="checkbox"/> Some products I plan to export are raw or unprocessed. Describe:
Taiwan (Prohibited)	Do you plan to export livestock products or livestock products used as ingredients (e.g. eggs, milk, meat) from animals treated systemically with analgesics, including procaine and lidocaine?	<input type="checkbox"/> No, livestock products were produced without systemic analgesics <input type="checkbox"/> Yes, livestock was produced from animals treated systemically with analgesics <input type="checkbox"/> Some livestock products are treated. Describe:

## E. NOP Exports: Equivalency Exclusions

Market	Product	Details
Canada	Pet food, personal care products, natural health products, and aquaculture (nori, spirulina, chlorella and kelp).	These products are not covered by the equivalency but may be sold as NOP certified in Canada. Reference to COR is prohibited.
EU and Switzerland	Wine.	If you produce or export wine for the EU or Switzerland, you will need to complete the <a href="#">GMA Wine Approval Application</a> .
EU	Aquatic animals (fish, shellfish) and personal care products.	Aquatic animals are excluded both directions.



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Japan	Honey, alcohol and non-food processed products.	These products are not covered by the equivalency but may be sold as NOP certified in Japan. Reference to JAS is prohibited.
Taiwan	Aquatic animals (fish, shellfish)	Aquatic animals are excluded both directions.

## F. COR Exports (Canada Operations only): Critical Variances (Only answer for applicable markets)

Market	Management Practice or Product	Answer
US (Prohibited)	Do you produce or use product produced from livestock treated with antibiotics?	<input type="checkbox"/> No, livestock products were produced without antibiotics <input type="checkbox"/> Yes, livestock products were produced with antibiotics. Describe:
EU and Switzerland (Required)	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:

## G. COR Exports (Canada Operations only): Equivalency Exclusions

Market	Product	Details
Japan	Honey, alcohol and seaweed.	These products are not covered by the equivalency but may be sold as COR certified in Japan. Reference to JAS is prohibited.