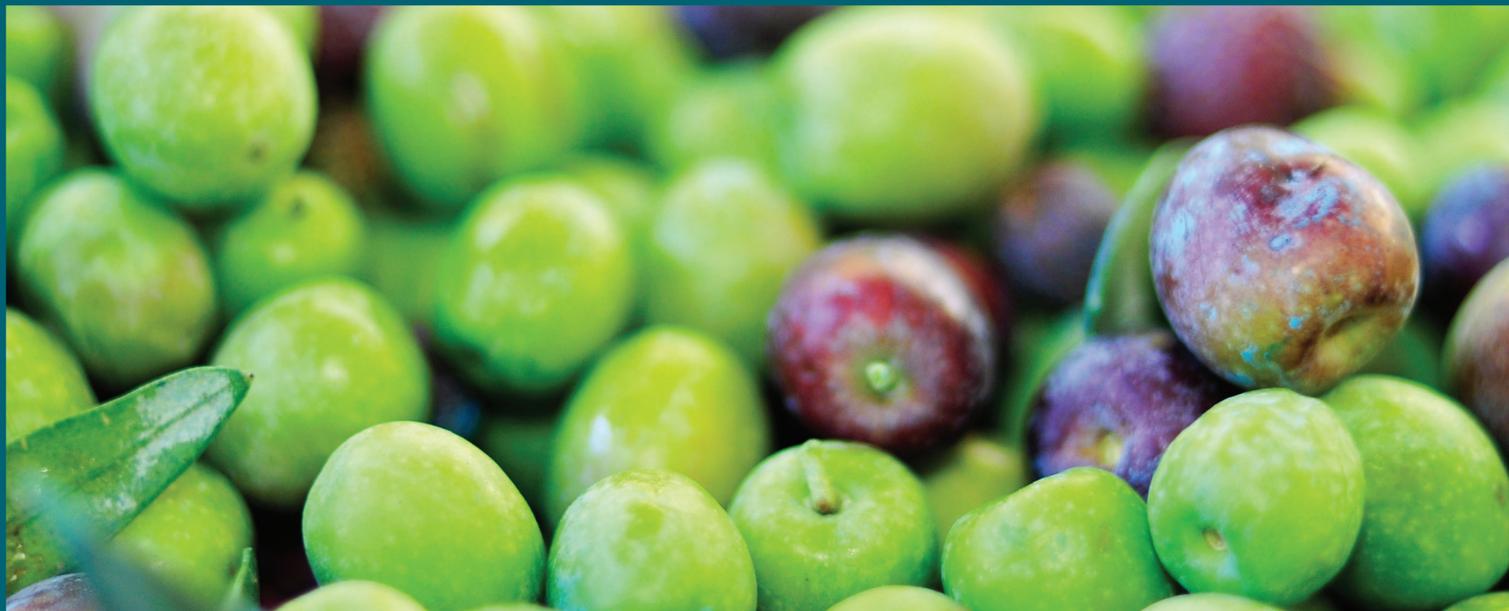




ORGANIC CERTIFICATION

Service, Support & Integrity



**Farmers • Processors • Livestock
Services • Private Labelers • Ingredients • Retailers**

CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

We're your partner in the organic movement. We make organic certification seamless by providing:

- Online certification management
- Personal service throughout the United States
- International export services
- Food safety services
- Certification support tools
- An "Organic is Non-GMO & More" seal



CCOF is accredited by the U.S. Department of Agriculture to certify to the National Organic Program standards.

To learn more, visit www.ccof.org »



CCOF'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 and return it by email to inbox@ccof.org or by fax to **(831) 423-4528**.

Who is this program for?

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

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 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

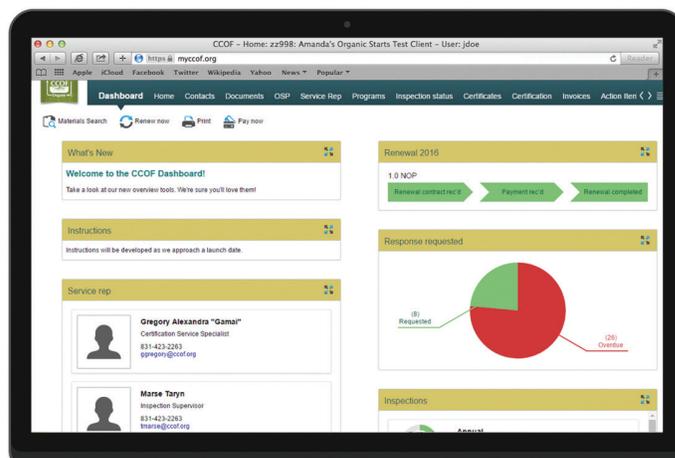
Find the most current version of your certificates and download for suppliers.

» 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 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 »



CCOF CERTIFICATION CONTRACT

- ▶ CCOF recommends beginning the application process with sufficient time before certification is required to allow for the necessary inspection and review process. While in some cases certification can be provided in a very short time frame, providing up to twelve weeks is recommended. [Expedited services](#) are available.
- ▶ Please keep a copy of all documents submitted to CCOF for your records.
- ▶ See www.ccof.org/certification/how or contact us with questions. Find all forms at www.ccof.org/documents.

▶ **Complete and send the following to apply for certification:**

- CCOF Certification Contract (this 5-page form)
- Organic System Plan (OSP) forms and attachments
 - Carefully review the Organic System Plan (OSP) Guides applicable to your operation, and complete all forms indicated:
 - [Guide to Grower OSP Forms](#)
 - [Guide to Livestock Producer OSP Forms](#)
 - [Guide to Handler OSP Forms](#)
- \$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 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

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
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D. Certification Program Information

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

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

USDA National Organic Program (NOP) Compliance

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

Complete the Organic System Plan.

Canadian Organic Regime Compliance

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

CCOF Global Market Access Program:

Export verification for 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:**

- | If you do this: | Fill out these forms: |
|---|---|
| 1) Apply for organic livestock certification. | <ul style="list-style-type: none">• CCOF Certification Contract |
| 2) Livestock production (excluding apiculture).
<i>Livestock certification not available in Mexico or in Spanish.</i> | <ul style="list-style-type: none">• Livestock Animal Application• Livestock Materials Application (OSP Materials List)• L4.0 Livestock Living Conditions• L5.0 Livestock Health Care• L9.0 Record Keeping by Livestock Operations |
| 3) Apiculture production.
<i>Apiculture certification not available in Mexico or in Spanish.</i> | <ul style="list-style-type: none">• Apiculture Colony Application• Livestock Materials Application (OSP Materials List)• L2.0 Apiculture Addendum• L5.0 Livestock Health Care• L9.0 Record Keeping by Livestock Operations |
| 4) Raise poultry or other non-ruminant livestock such as bees, pigs, and rabbits. | <ul style="list-style-type: none">• L3.0 Non-Ruminant Feed, Feed Additives and Water |
| 5) Raise cattle, sheep, goats, or other ruminant livestock. | <ul style="list-style-type: none">• L3.1 Ruminant Feed, Feed Additives and Water• L4.1 Pasture Management Plan |
| 6) <u>Any</u> of the following: <ul style="list-style-type: none">• Purchase feed from brokers• Buy or sell live animals• Transport animals between locations | <ul style="list-style-type: none">• L6.0 Brokers, Auction Yards, and Transport |
| 7) <u>Any</u> of the following: <ul style="list-style-type: none">• Graze animals on other certified operations• Provide grazing and/or management services for animals that I do not own | <ul style="list-style-type: none">• Livestock Offsite Location Affidavit |
| 8) Sell organic products. | <ul style="list-style-type: none">• L7.0 Livestock Product Profile |
| 9) Perform any of the following on-farm or at a certified facility: <ul style="list-style-type: none">• Milk animals, cool and store milk• Mix, mill or grind livestock feed for use on farm• Wash and/or pack eggs• Slaughter animals, cool, age, cut or wrap meat• Harvest bee products | <ul style="list-style-type: none">• L8.0 Livestock Product Handling |
| 10) Grow crops, including pasture and/or livestock feed. | <ul style="list-style-type: none">• Guide to Grower OSP Forms
Complete applicable forms as directed |
| 11) Process products (i.e. cooking, curing, churning, etc) or perform post-harvest handling at one or more facilities I own or lease. | <ul style="list-style-type: none">• Guide to Handler OSP Forms
Complete applicable forms as directed |
| 12) Produce or manage livestock/products for a CCOF certified entity and I want my CCOF certified customer to manage my certification on my behalf. | <ul style="list-style-type: none">• Contracted Partner Program Application (optional) |
| 13) Export, plan to export, or design labels for sale in Canada, the EU, UK, Japan, Korea, Switzerland, Taiwan; or sell to a buyer who requires international verification. | <ul style="list-style-type: none">• Global Market Access Program Application |



Operation Name: _____ Date: _____

► Use this form to provide information regarding mammals (cattle, sheep, goats, etc.) and poultry (chickens, ducks, tukeys, etc.) to be certified.

A. Products

- 1) Identify products to be sold as certified organic: Live animals Meat Milk Eggs
- Other (describe): _____

B. Mammals: Origin of Livestock Not Applicable, no mammals to be certified. Skip to section C.

Organic livestock products must be from livestock under continuous organic management from the last third of gestation. Except: Organic milk or milk products must be from animals that have been under continuous management for at least one year prior to production. Once a dairy herd has completed the one year transition, all replacement animals must be organic from the last third of gestation.

1) When did you begin organic management or when do you plan to begin organic management (including 100% organic feed and organic health management)?

2) If transitioning a **dairy** herd, when will your one-year transition be completed? (Month/Day/Year):

3) Have you purchased certified organic animals or do you plan to purchase certified organic animals?

- No May purchase in future Yes. If purchased, attach organic certificate(s) Certificates attached

Provide planned date(s) of purchase, if applicable: _____

C. Poultry: Origin of Livestock Not Applicable, no poultry to be certified

*Organic poultry or edible poultry products must be from animals under continuous organic management **beginning no later than the second day of life.***

1) Do you purchase any birds that are older than two days of age?

- No Yes. Organic certificates must be available at inspections for any suppliers of birds that are older than two days of age.

2) Do you raise both organic and non-organic birds?

- No, not applicable Yes, describe how organic and non-organic animals and products (e.g. eggs) are kept separate:

3) From what source(s) do you typically source replacement birds:

- Direct from hatchery Hatch on farm
- Purchase from certified organic operations (certificates must be available at inspections)
- Other (describe): _____

D. Livestock Profile

1) Please describe the approximate number of animals you wish to certify as organic, as well as any non-organic breeder stock you keep for the production of organic offspring. Include non-organic breeder stock as a production group.

Production Group	Age Range	Type(s) or Breed(s)	# of Females	# of Males	Product(s)



Operation Name: _____ Date: _____

A. Hive Information

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

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

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

B. Hive Management

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

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

3) Was the foundation wax used?

Yes No

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

Yes No

1. If you replaced the foundation, was it:

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

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

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



Operation Name: _____ Date: _____

Various sections of the Organic System Plan (OSP) direct you to list materials on your OSP Materials List. **Submit this form with your initial application** to describe products or materials used or planned for use at your operation. CCOF will review all materials listed and provide you with a copy of your OSP Materials List that includes those materials approved for your operation. To add or remove products after your initial application, you will update your OSP Materials List directly. CCOF may require additional information regarding products you include on this form. This protects you and helps ensure you do not use materials that will negatively affect your organic certification.

A. Feed Supplements and Additives

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

If you purchase certified organic feed containing minerals or vitamins, do not list the components here. Include those products on [L3.0 Livestock Feed, Feed Supplements, Water](#) or [L3.1 Ruminant Feed, Feed Additives & Water](#).

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

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

Brand Name	Manufacturer

B. Medications & Health Care Materials

► List all health care products you administer to prevent or treat illness. If you use similar products made by different companies, list each separately. CCOF approval is granted for specific products. List medication(s) you know to be prohibited on the next page. Include in the table below:

- Vaccines
- Homemade remedies
- Teat dips
- Fly control materials
- Injections
- Boluses
- Any other health care materials
- Electrolytes
- Disinfectants (contact with animal)
- Dewormers
- Pain relievers
- Foot baths
- Medications administered or prescribed by veterinarians

Attach additional forms as needed.

- Not applicable, no medications or health care materials used

Brand Name	Manufacturer



Brand Name	Manufacturer

C. Prohibited Health Care Materials

Medical treatment may not be withheld to preserve an animal's organic status. All appropriate medications must be used to restore an animal to health when organic methods fail. Livestock treated with a prohibited substance must be clearly identified and shall not be sold or represented as organic.

- ▶ List any materials you use or plan to use to restore animals to health when organic methods fail.

Brand Name	Manufacturer

D. Sanitizers & Detergents/ Cleaners

- ▶ List all sanitizers and all no-rinse detergents and cleaners used directly on food contact surfaces and livestock housing.
- ▶ List all materials (chlorine, peracetic acid, etc.) used directly on organic products (e.g. eggs, meat).
- ▶ List all quaternary ammonia sanitizers that are used on food contact surfaces, whether they are rinsed or not.
- ▶ Do not list detergents and cleaners that are rinsed off and have no risk of coming in to contact with food.
- ▶ Do not list detergents and cleaners that are used on non-food contact surfaces, such as bathroom or drain cleaners.

Brand Name	Manufacturer	Location, Surface, or Product
<i>Ex: Regular Bleach</i>	<i>The Clorox Company</i>	<i>Counters, egg wash water, disinfect chicken coop</i>



E. National List Pest Control Materials

- ▶ National List Pest Control Materials may be used only if preventative practices and mechanical/physical controls are not sufficient to prevent or control pests.
- ▶ Only list materials that are used in organic production and storage areas.

Material	Brand Name	Manufacturer	Location Used and Method of Application <i>(e.g. storage, fogging, crack and crevice)</i>
Lures			
Repellants			
Carbon dioxide			
Nitrogen gas (must be oil free grade)			
Vitamin D3 bait			
Boric acid			
Diatomaceous earth			
Soap products			

F. Non-National List Pest Control Materials

- ▶ Non-National List Pest Control Materials may be used only if preventative practices, mechanical/physical controls, and National List materials are not sufficient to prevent or control pests. Justification for the use of non-National List Materials must be provided.
- ▶ Only list materials that are used in organic production and storage areas.

Brand Name	Manufacturer	Location Used and Method of Application <i>(ex:storage, fogging, crack and crevice)</i>



Operation Name: _____ Date: _____

A. Origin of Bees

- 1) Do you manage both organic and non-organic hives or colonies?
 - No, only organic hives and colonies Yes
 - a) If yes, attach a description of the management practices used to prevent commingling and contamination resulting from bee drifting and robbing. Description attached
- 2) How do you source replacement bees?
 - On-farm nucleus colony or nuc Off-farm nucleus colony or nuc Other source (describe):

- a) If using non-organic bees, describe how you will document the following:
 1. Replacement bees do not exceed 25% of the colonies present in the previous honey flow (going into winter)
 2. Bees are managed organically for at least 60 days prior to product collection:
 3. Harvest equipment is removed during this 60-day period:

- 3) Do you have plans to expand your apiculture operation?
 - No Yes
 - a) If yes, what are your plans (check all that apply):
 - Purchase organic hives and bees Split an existing colony
 - Purchase non-organic bees and complete a separate one-year transition

B. Forage Zone and Surveillance Zone

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

- 1) Attach a map of your apiary that identifies the following:
 - Location of the hives
 - The forage zone. Within the forage zone:
 - identify organically managed versus wild land and water sources.
 - Note any topography and climatic conditions that would impact the bees' foraging.
 - Describe any sources of potential contamination located within the 1.8-mile (3km) forage zone.
 - Map attached
- 2) Describe the period in which sources of pollen or nectar are expected to be present. Provide a description or chart of bloom periods and plant densities. Chart attached
- 3) **Surveillance Zone:** Describe crops grown and high-risk activities such as sanitary landfills, incinerators, sewage treatment facilities, power plants, golf courses, towns or cities, land to which prohibited materials are applied, and all other sources of potential contamination located in the surveillance zone of 2.2 miles (3.4 km) beyond the forage zone. Crops produced using excluded methods, deemed by the accredited certifying agent to be attractive to bees, are not permitted on land within the surveillance zone.

C. Hive Care

- 1) Provide a description of the structures provided for your bee colonies, including foundation and frame types and how your operation maintains these structures:

Hives must be constructed of non-synthetic materials. Lead-based paints are not allowed for the painting of outside surfaces. Treated wood is prohibited.



- 2) Verify that the supplemental feeding program outlined in [L3.0 Livestock Fee, Feed Supplements, Water](#) includes approximate times throughout the year and identifies summer vs winter alterations. Verified
 - a) If organic sugar syrup is provided to the bees, describe how your operation verifies that it is not provided within 15 days of the placement of bee product collection equipment:

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

Health or Pest Issue	Prevention Plan	Additional Notes

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

D. Harvesting and Extracting

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

Product	Harvesting Schedule	Method

- 2) Attach a description of how your product is extracted and the types of equipment used. Please provide a flow chart of activities from the removal of product from the hive to packaged product. Description and Flow Chart Attached
 - a) Are any ingredients added to the final product(s)?
 - No ingredients added
 - Yes: Complete relevant Handler OSP Forms, listed on the [Guide to Handler OSP Forms](#).
- 3) In addition to the records listed on [L9.0 Record Keeping](#) and [G8.0 Record Keeping](#) (if applicable), check any of the applicable records listed below that you maintain:
 - Floral and pollen sources in the forage and surveillance zones
 - Documentation for sources of foundation and its organic status
 - Documentation that comb has been drawn out under organic management
 - The season(s) 'clean' frames have been used in production
 - Documentation for introduced or raised queens
 - Documentation of hive maintenance throughout the season; expansion into additional supers, harvest dates, monitoring of brood health, etc.



Operation Name: _____ Date: _____

Organic livestock producers must provide a total feed ration that is organically produced and handled. Synthetic materials on the National List §205.603 may be used as feed additives and supplements. Plastic pellets, growth hormones, feed formulas containing urea or manure, and mammalian or poultry slaughter by-products are prohibited.

Species of animals described by this form: _____

A. Livestock Feed

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

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

B. Feed Supplements and Additives

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

1) List all feed supplements and additives, including vitamins, minerals, silage inoculants, etc. on your [Livestock Materials Application \(OSP Materials List\)](#).

Attached

C. Water

1) Describe how you ensure that you provide year round sources of clean water for drinking for all of your organic animals:

2) Are there any materials added to drinking water, either by you or another entity (ex: water control board, neighbor)?

No Yes (describe): _____



Operation Name: _____ Date: _____

- Please complete a separate livestock feed plan for each species of animal to be certified.

Species of animals described by this form: _____

A. Grazing Season

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

- 1) Please describe your grazing season, including the conditions that characterize the grazing season. Include approximate start and end dates of the grazing season and hours per day grazed for each period.

B. Feed Rations – Grazing Season

Organic livestock producers must provide a total feed ration that is organically produced and handled. Synthetic materials on the National List §205.603 may be used as feed additives and supplements. During the grazing season, producers shall provide an average of not less than 30 percent of animals' dry matter intake from grazing.

- 1) Describe feed rations for each production group during the grazing season described above. Please list rations for all groups that you manage. If you feed different amounts or types of feed to different groups, you must list all rations. For example, if you manage animals according to their age, list rations for each age group.

Rations may be provided on your own forms, spreadsheets, etc. as long as they include the information below and also identify the time of year when rations are fed (i.e. grazing season or non-grazing season). Rations attached

Animals are fed a ration of 100% pasture only during the grazing season and the grazing season is at least 120 days per year. Skip to section C.

Table with 3 columns: Production Group, Feed Type or Ration Component, Amount (per animal per day). Includes example rows for Fresh cows with Silage (20 lbs), Grain mix (7 lbs), and Flax meal (1 lb).



C. Feed Rations – Non-Grazing Season

When pasture is not available for grazing due to climate, weather, or lack of precipitation, ruminant animals must be provided with a ration that is organically produced and handled. The non-grazing season must not exceed 245 days per year.

- 1) Describe feed rations for each production group during the **non-grazing season** when pasture is not available for grazing. Please list rations for all groups that you manage. If you feed different amounts or types of feed to different groups, you must list all rations. For example, if you manage animals according to their age, list rations for each age group.

Rations may be provided on your own forms, spreadsheets, etc. so long as they include the information below and also identify the time of year when rations are fed (i.e. grazing season or non-grazing season). Rations attached

Animals are fed 100% pasture year round. Skip to section D. Note: Producers that provide nearly 100% pasture year round must complete the table below and estimate the amount of each feed type provided during the non-grazing season.

Production Group	Feed Type or Ration Component	Amount (per animal per day)
Example: Fresh cows	Silage	20 lbs.
	Grain mix	7 lbs.
	Flax meal	1 lb.
	Alfalfa hay	18 lbs.



D. Dry Matter Demand

Organic ruminant producers shall provide the method for calculating dry matter demand and dry matter intake. §205.240

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

Sheet(s) attached

Table with 3 columns: Production Group, Approximate Body Weight, Dry Matter Demand during Grazing Season. Rows include Lbs and Lbs/day labels.

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

- I use a known reference to estimate the dry matter demand. Be prepared to show your references at inspections.
 I utilize a nutritionist to determine dry matter demand
 I use rations fed during the non-grazing season (no pasture fed) to determine dry matter demand
 Other (describe):

- 3) How do you ensure that your ruminant animals graze at least 30% of their dry matter demand from pasture over the grazing season? Mark at least one option below, or describe your method for calculating dry matter intake below.

- Animals are fed 100% pasture for at least 120 days per year. Skip to section E.
 I/We subtract the dry matter fed from dry matter demand (i.e. the "subtraction method") to estimate pasture consumed.
 Other (describe):

- 4) Please attach samples of any records you use to calculate or monitor dry matter intake (e.g. spreadsheets, calendar).

- Additional sheet(s) attached
 Not applicable. May only be marked if animals are fed 100% pasture for at least 120 days per year.

E. Feed Supplements and Additives

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

- 1) List all feed supplements and additives, including vitamins, minerals, silage inoculants, etc. on your Livestock Materials Application (OSP Materials List).

Attached

F. Water

- 1) Describe how you ensure that you provide year round sources of clean water for drinking for all of your organic animals:

- 2) Are there any materials added to drinking water, either by you or another entity (ex: water control board, neighbor)?

No Yes (describe):



Operation Name: _____ Date: _____

- Please complete a separate form for each species of animal to be certified.

Species of animals described by this form: _____

The producer must establish and maintain livestock living conditions that accommodate the health and natural behavior of animals suitable to the species, stage of life, climate and the environment, including:

- Access to the outdoors, shade, shelter, exercise areas, fresh air, and direct sunlight year-round
Access to pasture for ruminants
Appropriate clean, dry bedding
Shelter that allows for natural maintenance, comfort behaviors, opportunity to exercise, suitable temperature & ventilation

A. Livestock Living Conditions

- 1) Check if you provide the following to animals.

- Shelter from adverse weather (including trees) Direct sunlight Exercise areas or range areas Fresh air
Clean water for drinking Appropriate clean, dry bedding Access to the outdoors Shade (including trees)

- 2) Describe the climate / weather pattern in your region and how it impacts your selection of animal housing, animals' access to the outdoors, and ruminants' access to pasture. Ruminant producers must describe their grazing season on L3.1 Feed, Feed Additives & Water (Ruminant).

- 3) Complete the table below to describe housing and/or confinement areas for all classes or groups of animals.

Additional sheets attached

Table with 5 columns: Livestock Type, When Used/ Stage of Life, Housing Type, Size, Outdoor access? and 6 rows of data.

- 4) Describe the types of bedding used by your operation.

Appropriate, clean dry bedding must be provided. Roughages used for bedding must be organic and certificates must be available at inspection. Forestry products such as wood shavings are not required to be organic

- Rangeland or pasture
Other (describe): _____

B. Outdoor Access and Temporary Confinements of All Animal Species

The producer of an organic livestock operation may provide temporary confinement for an animal because of inclement weather, the animal's stage of life, to protect the health, safety, or well being of the animal and, to protect soil or water quality. Confinement for short periods for health care procedures, treatment, sorting, shipping, breeding, or youth projects is also allowed.

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



- 2) How do you document periods of temporary confinement from the outdoors? (Documentation of temporary confinement must be available at inspection)
- Calendar Journal or Log Other (describe):

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

Reason	Circumstances of Temporary Confinement Temporary confinement includes any time that an animal is not allowed outside and/or on pasture, including night time, feeding times, etc.
Protection of soil or water quality	
Stages of Life	
Protection of health, safety or well being	
Management (Short periods for care, sorting, shipping, breeding or youth projects)	
Inclement Weather (weather that could cause physical harm or death)	

C. Confinement of Ruminants from Pasture (not applicable to non-ruminant species)

- 1) Complete the table below to list periods of confinement from pasture for ruminants during the grazing season (when pasture is available for grazing). Any additional periods of confinement for ruminant animals must be listed above.
- Not applicable, we do not raise ruminant livestock (e.g. cattle, sheep, goats, etc.)

Reason for Confinement from Pasture	Allowed Period of Confinement	Amount of Time Organic Animals Confined from Pasture (may not exceed allowed periods)
Lactation Dry Off	One week	
Pre- Parturition	Three weeks	
Post- Parturition	One week	
Newborns	Up to 6 months (must be allowed to lie down, stand up, fully extend limbs & move freely)	
Shearing	Short periods	
Milking	Short daily periods (must be scheduled to allow for sufficient grazing)	
Finishing (slaughter stock only)	1/5 of animal's life or 120 days (whichever is shorter)	



Operation Name: _____ Date: _____

- ▶ The producer must, for all ruminant livestock on the operation, demonstrate a functioning management plan for pasture. You may submit your NRCS or other pasture plan if it answers all of the questions below.

A. Pasture Management for Ruminant Producers

- 1) Ensure that your pasture maps include the location, size, individual identification and the locations of permanent fences, shade and water. You may provide a satellite image of each parcel to show the locations and sources of shade and water.
 - Maps for all pastures include this information.
- 2) Please describe the types of pasture you have available for grazing organic animals (perennial, annual plantings, primary species, etc).

-
- 3) What types of grazing methods do you use for grazing organic animals? Please describe typical size of paddocks, frequency of movement, duration of resting period for pastures, animal density per paddock, etc.

-
- 4) How do you ensure that enough pasture of sufficient quality is available to supply 30% of animals' dry matter intake requirements during the grazing season? Check all that apply.
 - Rotational grazing
 - Periodic pasture reseeding
 - Maintaining additional pastures for supplemental grazing
 - Irrigation (if available, must be used to promote pasture growth)
 - Mowing, clipping or weed control, as needed to promote palatable species growth
 - Other (describe):

-
- 5) How do your pasture management practices minimize the outbreak and spread of disease and parasites?
-



Operation Name: _____ Date: _____

Organic producers must establish and maintain preventive health care practices. When these practices are inadequate to prevent sickness, synthetic medications allowed under § 205.603 may be administered. Organic producers may not administer drugs, other than vaccines, in the absence of illness, hormones for growth promotion, or synthetic parasiticides to slaughter stock. Medical treatment may not be withheld from a sick animal to preserve its organic status.

Animal species described by this plan: _____

A. Materials & Medications Used or Planned for Use

Please list all health care materials you use for animal health on your [Livestock Materials Application \(OSP Materials List\)](#).

Included

B. Prohibited Medications

Producers must not withhold medical treatment from a sick animal in an effort to preserve its organic status. Animal drugs may not be given in the absence of illness.

1) If you treat an animal with a prohibited material (such as antibiotics), how do you identify/segregate/ track that animal to ensure that the animal and/or its products are not inappropriately or mistakenly represented as organic? Check all that apply.

Treatment date and material are documented in animal records Remove Slaughter Eligibility ID Distinct ear tag

Sold as non-organic Animals segregated to a separate area of farm Removed from farm

Other (describe): _____

C. Restricted Medications

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

Treatment date and material are documented in animal records Record Withholding Period Distinct ear tag

Remove Slaughter Eligibility ID Animals segregated to a separate area of farm Removed from farm

Other (describe): _____

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

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

No Yes. Must be included on your [Livestock Materials Application \(OSP Materials List\)](#).

3) Describe your comprehensive plan to prevent internal parasite problems in livestock.

4) Check all preventive measures used to minimize internal parasite problems that apply:

Pasture management Fecal monitoring Monitor body condition

Other (describe): _____

5) Describe emergency measures taken in the event of a parasite outbreak.

D. Identification of Animals

You must maintain records sufficient to preserve the identity of all organically managed animals on your operation.

1) Describe the method(s) you use to identify animals. Check all that apply.

Ear tags Neck tags Ear notching Brand Visual identification Group ID number Purchase date

Other (describe): _____

2) Provide details of your identification system below (for example: ear tag number range, color code for ear tags, design/shape of brand, ear notch pattern, group numbering system, etc.).



- 3) Do you plan to sell animals for organic slaughter?
 No Yes
- 4) How are Organic slaughter eligible animals identified?
Organic slaughter stock must have visually distinct identification.

Your description below will be included on your Client Profile to indicate how you identify slaughter eligible animals.

Note, identification must be 'removable' in the event that an animal is treated with a prohibited or restricted material that affects eligibility.

E. Physical Alterations

- 1) Describe any physical alterations you perform on your animals. Include ear tagging, branding, ear notching, castration, dehorning, beak trimming, and any other physical alterations. Not applicable, no physical alterations performed

Physical Alteration	Animal's Age	Method (include who performs alteration, e.g. vet, trained employee)

- 2) How do your practices minimize the pain and stress associated with physical alterations?
 Minimize handling time Animals returned to group promptly (minimize separation) Use of squeeze chutes
 Use of handling techniques that minimize stress Use of clean equipment/tools/supplies
 Use of pain killers. Must be included on your [Livestock Materials Application \(OSP Materials List\)](#).
 Other (describe): _____



Operation Name: _____ Date: _____

► Complete this form to describe feed suppliers, animal suppliers/buyers, auction yards, transporters/haulers, or other entities that handle organic product on behalf of your operation.

A. Feed Suppliers

1) Do you purchase all feed directly from only certified organic entities? Check all that apply:

- Yes, and I maintain current organic certificates for all feed purchases.
- No, I purchase sealed and packaged feed from a retail feed store and I maintain current organic certificates for all feed purchases.
- No, complete 2 below. For each **uncertified feed supplier**, attach a CCOF [Uncertified Handler Affidavit](#) (UHA).

2) List the names, contact information, and commodities purchased from each non-certified supplier:

Commodities Purchased <i>ex: alfalfa hay</i>	Name of Source/Vendor/Supplier	Phone Number <i>Area code – xxx-xxxx</i>	City/State	Attach UHA
				<input type="checkbox"/>

B. Livestock Suppliers & Buyers

If your operation buys or sells livestock, list all suppliers and/or buyers below. Update this form as needed. The following documentation is required for each transaction:

- Organic Certificate identifying the types of animals purchased or sold;
- Purchase documents identifying the sellers/buyers name, date of transaction, individual animal ID list, Qty of animals;
- Transaction document that verifies that payment was made to the producer or handler on the Organic Certificate;
- Verification of an animals treatment status regarding synthetic de-wormers if applicable.

Livestock <i>ex: dairy cows, beef yearlings</i>	Source/Supplier/Buyer <i>Last certified supplier, name must match name on certificate ex: Happy Chix Farm</i>	Attach Organic Certificate
		<input type="checkbox"/>

C. Auction Yards

All auction yards must be certified organic in order to sell organic livestock. If the auction yard is not certified organic, you will not be able to buy or sell through them until they have achieved certification.

1) Do you buy and/or sell organic animals through auction yards?

- No. Skip to section D. Yes. Complete this section.

2) List all auction yards used below:

Name of Auction Yard	Organic (Yes, No)	Attach Organic Certificate
		<input type="checkbox"/>



Name of Auction Yard	Organic (Yes, No)	Attach Organic Certificate
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

D. Transport

- 1) Do you transport organic animals to or from your operation while under your ownership?
 No. Skip to question D5. Yes. Complete this section.
- 2) How do you identify organic animals from the farm to the final delivery location?
Individual organic livestock must be clearly identified as organic, and this identity must be traceable for the duration of transport.

-
- 3) Does travel time exceed 12 hours during transport?
 No. Skip to question D5. Yes. Complete question D4
 - 4) Describe how you ensure water and organic feed are provided:

-
- 5) Do you contract transport of organic animals to or from your operation while under your ownership?
 No. Stop, this form is complete. Yes. Complete this section.
 - 6) List all transportation companies used. The following documentation is required for each transaction and must be made available during inspection:
 - Audit trail and traceability of organic livestock.
 - Transportation records must show the original location of pick up, number of animals, total travel time on vehicle, and delivery to the final destination. This could include, but is not limited to, copies of travel logbooks or similar documentation.
 - Verification that commingling and contamination of the certified organic products during transportation was prevented.

Livestock <i>ex: dairy cows, beef yearlings</i>	Transportation Company	Is feed provided during transport? <i>Y or N</i>	Phone Number <i>Area code – xxx-xxxx</i>	City/State

- 7) Prior to or during transport are animals ever on land that is not certified organic, such as for weighing, back tagging, temporary holding pens, etc.?
 No Yes (describe):



Operation Name: _____ Date: _____

► Complete this form to describe the livestock product(s) you produce. This OSP section is intended for simple handling of raw agricultural products and items produced by other certified operations. If you are making multiple ingredient product(s) at your own operation (e.g. cheese, sausage, etc.) please refer to the [Guide to Handler OSP Forms](#) and fill out the appropriate handler forms.

A. Products

- 1) Identify products to be sold as certified organic: Meat Milk Eggs Fiber List attached
 Other (describe): _____
- 2) In what form do you sell your product(s)? Retail Wholesale
 Other (describe): _____

B. Labels

The information panel of a product labeled "100% Organic" or "Organic" must include the statement "Certified organic by CCOF", or similar phrase, beneath the name of the handler or distributor. The USDA seal and/or the CCOF seal(s) may be used, but if both the CCOF and USDA seals are used, the CCOF seal must not be displayed more prominently than the USDA seal.

- 1) Do you use retail labels?
 No, not applicable
 Yes. Attach a color copy of ALL retail labels you use. Samples must be no larger than 8.5"x11." Photographs, illustrations or print proofs are acceptable.
- 2) Do you label any non-retail containers, used only to ship or store organic product?
If you use lot numbers, the non-retail containers must display the production lot number of the product.
 No, not applicable
 Yes. Attach a color copy of all labels used for non-retail containers. Samples must be no larger than 8.5"x11"- do not send large boxes or entire containers. Photographs, illustrations or print proofs are acceptable.

C. Packaging

- 1) Do you reuse packaging that once contained non-organic products?
- 2) No. Packaging is not used or is used for organic products only.
 Yes.
a) If yes, how are organic products protected from contact with possible residues? Check all that apply:
 Liners Cleaning out packaging prior to organic use (describe cleaning procedure): _____
 Other (describe practices to prevent contamination): _____

D. Contracted Facilities

- 1) Do you contract with other entities to handle or process product for you?
 No. Skip to section E. Yes. Complete the table below

Table with 2 columns: Operation / Facility Name, Services Provided (Examples: slaughter, cut & wrap, label)

- 2) Organic Certificates must be attached for each facility showing certification for the services provided.
 Certificates attached



E. Direct Marketing

- 1) Does your operation engage in direct sales or marketing of livestock products (i.e. Community Supported Agriculture (CSA) program, a farm stand, a farmer's market, a u-pick, and/or website sales)?
 Not applicable. Skip to section F. Yes. Complete this section
- 2) What type of direct sales or marketing does your operation perform?
 CSA Farm Stand(s) Farmers' Markets Online/website Other (describe):

- 3) Do you ever sell both organic and non-organic products at the same location/point of sale?
 No Yes.
a) If yes, describe or list each type of sales method where you sell both organic and non-organic products together, and describe how you differentiate organic and non-organic products to consumers. Attach pictures or examples as needed (e.g. CSA Newsletters, pictures of farmer's market signage, etc.). Pictures/examples attached

F. Reselling/Sourcing/Brokering

- 1) Do you ever obtain (buy, source, trade, broker, etc.) and sell **livestock** products from or for other operations?
 No. Stop, this form is complete. Yes. Complete this section
- 2) If applicable, describe your plan for ensuring any non-organic products are not commingled with organic products during storage, handling, transportation, and sale. Please be prepared to demonstrate this at inspection.

- 3) Describe your plan for verifying and documenting suppliers of any **organic** products are certified by a USDA accredited certifier, and are in good standing, on a continual basis. Please be prepared to show all organic certificates at inspection.



Operation Name: _____ Date: _____

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

A. On Farm Facility Information

1) Facility Name: _____

2) Site Address: Same address as application _____

City: _____

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

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

Milk animals or maintain a milking facility Cool and store milk Mix, mill or grind livestock feed

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

Other (describe): _____

B. Site Map

1) Attach an 8.5 x 11" map(s) (may be hand drawn) showing organic processing and storage areas. Identify all equipment, machinery, grading stations, and storage areas.

Attached

C. Commingling Prevention

1) Is any equipment used for **both** organic and non-organic product?

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

a) How do you ensure that organic product is not contaminated by nonorganic product during processing?

Records of all cleaning & purging must be available at inspection.

Cleaned before organic run Purged before organic run Other(describe): _____

b) If equipment is purged prior to organic run, describe the purge procedure: _____

D. Cleaners and Sanitizers in Contact with Organic Product

Any cleaners (i.e. soaps, detergents) may be used in your facility as long as they are rinsed in a manner that ensures residues will never contact organic product.

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

1) Describe your cleaning and sanitation steps for organic food contact surfaces (counters, milk lines, milk bottles, pasteurizers, mixing and grinding equipment, storage tanks, etc.) or submit a Standard Operating Procedure (SOP) for cleaning & sanitizing food contact surfaces. SOP sections attached

2) Do you use any sanitizers or cleaners that may contact organic product, including:

- materials added to water that will contact organic product (e.g. eggs, milk, meat, feed, etc.)
- materials used on food contact surfaces and not rinsed (e.g. counters, utensils, storage tanks, etc.),
- materials that contact organic product directly (e.g. eggs, milk, meat, feed, etc.)

Yes No

a) All materials that may contact organic product must be approved and included on your [Livestock Materials Application \(OSP Materials List\)](#).

Cleaners and sanitizers included on [Livestock Materials Application \(OSP Materials List\)](#), if applicable



E. 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?
 - Not applicable 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 [Livestock Materials Application \(OSP Materials List\)](#).
- 4) Are the measures listed above sufficient to prevent or control pests?
 - Yes No
 - a) If no, explain: _____
 - b) If no, list pest control materials **from the National List** that you apply in organic production and storage areas on your Livestock Materials Application (OSP Materials List).
National List materials include carbon dioxide, nitrogen gas, Vitamin D3 bait, boric acid, diatomaceous earth and soap products.
 - Materials included on Livestock Materials Application (OSP Materials List)
- 5) Are National List materials listed on your OSP Materials List sufficient to prevent or control pests?
 - Yes No
 - a) If no, explain (or attach justification): Letter of justification attached
- _____
- b) If no, list pest control materials **not on the National list** that you apply in organic production and storage areas on your OSP Materials List.
 - Materials included on [Livestock Materials Application \(OSP Materials List\)](#).
- 6) How do you prevent pest control materials from contacting organic products, ingredients, and packaging materials?
 - Remove product and packaging from areas to be treated Wash and rinse food contact surfaces after treatment
 - Cover equipment used for food handling Purge equipment with nonorganic product
 - Other (describe): _____
- 7) Where do you record pest control material use and measures taken to protect organic products or packaging?
 - Pesticide Use Log Log describing removal/reentry of products and packaging Purge log
 - Other (describe): _____



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

Indicate which types of records you maintain. Check all that apply.

CCOF recommends that you keep all the following records, to the extent that they are applicable to your operation

1) **Feed and Feed Supplements**

- Harvest and storage records for feed grown on farm
- Purchase records (e.g. receipts, shipping documents)
- Organic certificates for purchased feed and bedding
- Records of feed and supplements fed
- Feed labels

a) **Ruminant producers only**

- Grazing/rotation records
- Feed amounts as actually fed
- Dry matter intake from pasture

2) **Animal Origin and Health**

- Birth and/or hatching records
- Documentation of purchased animals (e.g. shipping records, organic certificates, receipts, etc.)
- Treatment records
- Vaccination records
- Health care and veterinary product purchases (receipts/invoices)

3) **Production and Sales**

- Production records (quantity of animals or product produced)
- Product transport or shipping records
- Sales records
- Other (specify): _____

Documentation that is sufficient to determine the source, transfer of ownership, and transportation of your product/animals (i.e. audit trail) must be available at inspections.

4) **Handling and Storage**

- Organic certificates for certified handlers you use to process product that you own (e.g. slaughter, cut and wrap operations)
- Uncertified Handler Affidavit for uncertified storage facilities that do not open packages
- Handling or processing records
- Other (describe): _____

B. Sample Audit Trail

1) Attach a sample audit trail, including **all** livestock 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/documents

C. Operations that Produce both Organic and Nonorganic Livestock

1) Do you produce both organic and nonorganic livestock?

- Yes No

a) If yes, how do your records distinguish between organic and nonorganic product?



- ▶ **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">• CCOF Certification Contract
2) Grow crops.	<ul style="list-style-type: none">• Parcel Application (one for each parcel)• Grower Materials Application (OSP Materials List)• G4.0 Rotation & Soil Management• G4.2 Natural Resources• G5.0 Pest Management• G6.0 Production• G6.1 Harvest & Transport• G7.0 Labeling• G8.0 Record Keeping
3) Use seed, annual seedlings (transplants), or planting stock.	<ul style="list-style-type: none">• G3.0 Seeds and Planting Stock
4) Have production of crops, seedlings, or other plant material that does not take place in the ground, and/or production in greenhouses/shadehouses/buildings.	<ul style="list-style-type: none">• G3.1 Container & Greenhouse/Shadehouse Production
5) Grow mushrooms.	<ul style="list-style-type: none">• G3.2 Mushroom Production
6) Use compost, vermicompost, compost tea, manure, and/or processed manure.	<ul style="list-style-type: none">• G4.1 Compost and Manure
7) Store crops.	<ul style="list-style-type: none">• G6.2 Storage
8) Perform simple post-harvest handling of only my own organic crops at my own facility/location.	<ul style="list-style-type: none">• G6.4 Simple On-Farm Post Harvest Handling
9) Source products from other operations and/or sell products directly to consumers.	<ul style="list-style-type: none">• G6.5 Sourcing Products & Direct Marketing
10) 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">• Uncertified Handler Affidavit (for each uncertified storage facility)
11) Process products or perform post-harvest handling at one or more facilities I own or lease.	<ul style="list-style-type: none">• Guide to Handler OSP Forms Complete applicable forms as directed
12) 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">• Contracted Partner Program Application (optional)
13) Contract other independently certified facilities to pack, handle, or process my organic products.	<ul style="list-style-type: none">• G6.1 Harvest & Transport
14) Located in Mexico or export or plan to export to Mexico.	<ul style="list-style-type: none">• Mexico Compliance Program Application
15) Located in Mexico and export or plan to export directly to the EU, UK, or Switzerland.	<ul style="list-style-type: none">• International Standard Program Application
16) Export, plan to export, or design labels for sale in Canada, the EU, UK, Japan, Korea, Switzerland, Taiwan; or sell to a buyer who requires international verification.	<ul style="list-style-type: none">• Global Market Access Program Application
17) Apply for certification of livestock. <i>Livestock certification not available in Mexico or in Spanish.</i>	<ul style="list-style-type: none">• Guide to Livestock Producer OSP Forms Complete applicable forms as directed
18) Apply for certification of wild crops.	<ul style="list-style-type: none">• Guide to Wild Crop OSP Forms Complete applicable forms as directed



Operation Name: _____ Date: _____

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

A. Parcel Location and Crops

- ▶ Complete a **separate copy** of this form for each:
 - Physically separate, non-adjacent area you wish to certify.
 - Area with a different organic eligibility date, even if adjacent.
 - *Operations in CCOF Mexico Compliance Program:* Area with a different crop production system (e.g. in-ground vs. in containers), even if adjacent.
- 1) Parcel name or code: _____
- 2) Block/lot numbers or greenhouse/shadehouse numbering, if applicable: _____
- 3) Street address: _____
 City: _____ County: _____
 State/Province: _____ Country: _____
- 4) County Assessor's parcel number (APN), Section/Township/Range, or other legal description: _____
- 5) Geographical coordinates or latitude/longitude (in decimal form), and/or additional location information, such as cross street/road: _____
- 6) At this parcel, when do you expect to begin harvesting crops that you wish to market as organic? _____
Crops harvested prior to inspection cannot be certified. MM/DD/YY
- 7) Parcel acreage (total acres to be certified organic at this location): _____
Include all acreage that you plan to use for organic crop production. Exclude non-production areas (e.g. homes, parking areas, post-harvest handling/storage locations).
- 8) List crops currently grown (or planned to be grown) on this parcel, and the acreage for each crop. Attach an additional list if necessary.

Crop	# of Acres	Crop	# of Acres

- 9) Is production at this parcel in containers (not in the ground)?
 No Yes. Complete or update [G3.1 Container & Greenhouse/Shadehouse Production](#).



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

No. Skip to section B.

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

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

b) Date of installation: _____

B. Transitional Status

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

C. Livestock Use Not used for organic livestock

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

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

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

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

4) Additional information about your plans:

D. Adjacent Land Use and Buffer Zones

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

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

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



E. Maps

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

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

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

F. Land History & Activities

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

- When did you begin managing this parcel? M: D: Y:
Is this parcel currently certified organic?
Is all production at this parcel in containers AND on permanent, solid, impermeable flooring (e.g. concrete)?
Date of the Last Prohibited Material application (DLPM): M: D: Y:
Material(s) applied on the DLPM:
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)?
- | | | | | | |
|--|----------|----------|----|----------|----------|
| <input type="checkbox"/> Fallow | M: _____ | Y: _____ | TO | M: _____ | Y: _____ |
| <input type="checkbox"/> Cover cropping | M: _____ | Y: _____ | TO | M: _____ | Y: _____ |
| <input type="checkbox"/> Pasture | M: _____ | Y: _____ | TO | M: _____ | Y: _____ |
| <input type="checkbox"/> Production of crops (list crops grown in box below) | M: _____ | Y: _____ | TO | M: _____ | Y: _____ |
| <input type="checkbox"/> Other (describe in box below) | M: _____ | Y: _____ | TO | M: _____ | Y: _____ |
- a) Additional information regarding the activities listed above:

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

G. Verification of Land History & Activities

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

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



Affidavit of Land History

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

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

Parcel name: _____

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

Parcel acreage: _____

Street address: _____

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

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

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

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

I have this knowledge because:

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

C. Attestation of Material Use:

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

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

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

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

Name (Print): _____ Title: _____

Company: _____

Email: _____ Phone: _____

Signature: _____ Date: _____



Operation Name: _____ Date: _____

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

A. Seeds & Planting Stock

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

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

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

None used Organic (untreated) Organic (with treatment)

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

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

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

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

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

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

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

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

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

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

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

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

Other (describe): _____

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

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

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

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

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

B. Commercial Availability

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

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

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

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

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

Yes. Complete this section.



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

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

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

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

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

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

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

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

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

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

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

E. Grafting

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



Operation Name: _____ Date: _____

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

A. Production Types and Locations

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

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

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

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

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

B. Production Materials and Practices

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

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

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

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

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

- Recaptured/reused Other (explain):

3) Do you produce organic edible sprouts?

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

Organic seed is always required for edible sprout production.

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



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

C. Nonorganic Production in Greenhouses, Shadehouses, and Buildings

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

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

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

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

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



D. Alternating Production

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

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

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

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

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

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

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

a) How do you document the following?

- The beginning and end dates of each organic and nonorganic production cycle
 - Implementation of your SOP before the beginning of each new organic production cycle
- Production records Cleaning logs Other (describe): _____

CCOF use only:

Plan approved. Notification date: _____

Plan not approved. Notification date: _____



Operation Name: _____ Date: _____

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

A. Mushroom Production

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

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

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

- 5) 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 implement cultivation and tillage practices that maintain or improve physical, chemical, and biological conditions of the soil, and minimize soil erosion.

A. Crop Rotation and Soil Management

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

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

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

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

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

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

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

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

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

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

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

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

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

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



B. Monitoring Plan

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

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

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

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

C. Erosion Control Not applicable, no erosion problems

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



Operation Name: _____ Date: _____

A. Compost & Manure

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

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

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

Maintain compost production records.

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

B. Raw Manure

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

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

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

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



Operation Name: _____ Date: _____

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

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

A. Biodiversity Conservation & Natural Resource Management

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

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

No Yes.

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

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

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

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

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

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

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

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

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

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

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

Not applicable (explain why not):



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

B. Biodiversity and Natural Resources Monitoring Plan

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

C. Conservation Involving Livestock Not applicable, no livestock involved

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



Operation Name: _____ Date: _____

A. Preventative Pest Management Strategies

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

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

B. Materials for Controlling Weeds, Insects, or Diseases

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

C. Burning Crop Residues

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



Operation Name: _____ Date: _____

Your OSP must describe management practices and physical barriers used to prevent contact with prohibited substances.

A. Buffer Zones

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

- Notify CCOF immediately of any known application or drift of a prohibited material to organic land or crops.
If prohibited materials (including GMO seeds) are used on land adjoining your organic parcel, you may be required to widen existing buffer zones or implement other preventative measures to prevent contamination of organic crops.
1) If crops are grown in buffer areas, how are they separated during harvest, storage and sales? Maintain documentation of separation.
[] Not applicable, no buffer crop grown [] Harvest containers are not marked 'organic' [] Crop is 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 agency managing weed control along roadways (i.e. county road dept)
[] Post signs [] 3rd party residue testing [] Ongoing monitoring of neighboring land management practices
[] My operation manages the adjacent non-organic land and takes precautions to avoid drift (describe):

[] Other (describe): _____

B. Lumber Treated with Prohibited Materials

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

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

C. Production Equipment

- 1) Do you use input material application equipment and/or seeding/planting equipment that is also used in non-organic production?
[] No, none of the above used. Skip to section D. [] No, all equipment used for organic production only. Skip to section D.
[] Yes. Complete this section.
2) List input material application equipment and seeding/planting equipment used in your organic production that is also used for non-organic production. Attach additional pages if necessary.

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 A Standard Operating Procedure (SOP) is followed (attach SOP) Other (describe):
-

D. Irrigation

- 1) Do you irrigate?
 No. Skip to section E. Yes. Complete this section.
- 2) What is the source of your irrigation water?
 Well Reservoir
 Water district (name): _____
 River, stream, or lake (name): _____
- 3) Are you aware of any prohibited materials that 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? Attach a map showing a piping diagram if valves or backflow prevention devices have been installed.
-

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

E. Prohibited Materials Storage on Farm

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



Operation Name: _____ Date: _____

A. Responsibility for Harvest & Transport

The certified organic operation responsible for harvest and transport of organic crops must maintain relevant records. Certified operations that contract with uncertified companies for harvest and transport services must maintain records for activities performed by uncertified companies on their behalf. Records must be sufficient to track organic crops/products from one certified operation to another; demonstrate transportation practices; and document prevention of commingling between organic and non-organic crops/products and contamination from contact with prohibited substances.

- 1) My operation is responsible for **harvest** in the following ways (mark all that apply):
 - My operation performs the harvest.
 - My operation (or my certified organic buyer) hires an uncertified company (contract harvester) to harvest my crop. *Maintain records of activities performed by contract harvesters at your organic parcels.*
 - Other responsibility for harvest (describe): _____
 - Not applicable, no responsibility for harvest (e.g. crop is sold "in the field"). Describe: _____

- 2) My operation is responsible for post-harvest **transportation** in the following ways (mark all that apply):
 - My operation transports the crop
 - My operation (or my certified organic buyer) hires an uncertified company to transport my crop. *Maintain records of transport performed by uncertified companies on your behalf. Transporters that **combine or split loads** of unpackaged crops (e.g. bulk grains, hay) must be certified organic. Transporters that **handle** crops (e.g. re-packing, labeling) must be certified organic.*
 - Other responsibility for transport (describe): _____
 - Not applicable, no responsibility for harvest (e.g. crop is sold "in the field"). Describe: _____

B. Harvest & Transport Practices

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

If uncertified companies are hired, you are responsible for ensuring they comply with your OSP and you must maintain all relevant records. Describe their practices in this section and/or attach additional documentation.

- 1) Is any equipment for harvest, in-field washing and/or packing, or transport used for **both** organic and nonorganic crops?
 - Yes. Complete the table below.
 - No, all equipment is dedicated organic. Skip to question B3.

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

- 2) How do you document that equipment is cleaned or purged?
 - Cleaning and/or purge logs A Standard Operating Procedure (SOP) is followed (attach SOP) Other (describe): _____

- 3) Do you wash crops in the field?
 - No. Skip to question B4. Yes. Complete this section.
 - a) If you treat wash water on-site (e.g. RO, UV, carbon filtration, water softeners, pH adjustment), does treated water meet Safe Drinking Water Act Standards? Contact treatment manufacturer if you are unsure.
 - Not applicable Yes. *CCOF may request documentation that treated water meets Safe Drinking Water Act standards.*
 - b) Do you add any substances to the wash water, e.g. peracetic acid, hydrogen peroxide, chlorine?
 - No Yes. List materials on your [Grower Materials Application \(OSP Materials List\)](#).
 - c) Do you add **chlorine** to the wash water?
 - No. Skip to question B4. Yes. Continue below.



- i) If yes, do products undergo a final fresh water rinse?
Residual chlorine levels in water at the last point of contact must not exceed the maximum residual disinfectant limit under the Safe Drinking Water Act.

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

- 4) Are identical organic and nonorganic crops harvested?

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

- 5) How is commingling of identical organic and nonorganic crops prevented 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. Post-Harvest Handling/Processing at Another Operation’s Certified Organic Facility

- 1) Are your crops handled/processed at another operation’s certified organic facility after harvest?

No. Stop, this form is complete.
 Yes, but ownership of crops is transferred before or upon delivery to the facility. Stop, this form is complete.
 Yes. Complete this section.

- 2) List all finished organic products and their corresponding organic handler or processor below. Attach additional pages if necessary. Include private label products. Attach all labels in [G7.0 Labeling](#).

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

Product Category <i>(Ex: Almonds, Olive Oil)</i>	Product Detail <i>(Ex: Shelled, Extra Virgin)</i>	Finished Product Packaging <i>Attach labels in OSP G7.0</i>	Certified Operation where Product is Handled or Processed <i>Attach current organic certificates</i>
		<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale/Bulk <input type="checkbox"/> Not packaged	
		<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale/ Bulk <input type="checkbox"/> Not packaged	
		<input type="checkbox"/> Retail <input type="checkbox"/> Wholesale/ Bulk <input type="checkbox"/> Not packaged	

- 3) The organic certificate for the handler/processor must list the **specific finished products listed above**, with the **organic claim** corresponding to the product label (e.g. 100% Organic, Organic, Made With Organic) and **brands** (if any). Does the certificate contain this information?

Yes

- 4) How do you verify that organic certificates are current and complete for all certified organic handlers/processors listed above?

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



Operation Name: _____ Date: _____

A. Crops Stored at Another Operation

► Complete this section if you store crops at facilities or storage locations that **you do not own, operate, and/or lease**.

Not applicable. Skip to section B.

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

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

2) 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.**

If the facility handles your crops in any way other than storage, list in [G6.1 Harvest & Transport](#) instead.

This facility is uncertified and covered by an **Uncertified Handler Affidavit (UHA)**. **Attach completed UHA.**

If the facility does not meet the requirements outlined on the UHA, it is required to be certified.

3) List and describe your storage locations:

Crop	Storage Location Name/Address

B. Crops Stored at Owned, Operated, and/or Leased Locations

► Complete this section if you store crops at facilities or storage locations that **you own, operate, and/or lease**.

Not Applicable

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

1) List and describe your storage locations:

Crop	Storage Location Name/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 question B3. Yes. Complete this section.

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

b) How do you identify organic storage areas?

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



3) Which of the following management practices do you use to **prevent** pests in the storage locations listed in B1 above? *Must use at least one.*

- Remove pest habitat, food sources, and breeding areas Prevent access to the storage location
- Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)
- Other (describe): _____

4) Which of the following practices do you use to **control** pests in the storage locations listed in B1?

- N/A, prevention practices are effective and additional controls are not needed at this time.
- Mechanical or physical controls, including traps, light, or sound.
- Lures and repellents using non-synthetic or synthetic substances consistent with the National List. List lures and repellents used in organic storage areas on your [Grower Materials Application \(OSP Materials List\)](#).

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

- N/A, none used Yes
- No. List all non-synthetic pest control materials and/or synthetic materials **from the National List** that you apply in organic storage locations on your [Grower Materials Application \(OSP Materials List\)](#).

Prevention and control methods described 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.

6) Are the National List materials on your OSP Materials List sufficient to prevent or control pests?

- N/A, none used Yes No

a) If no, explain below or attach justification (e.g. letter from pest control service):

List pest control materials **not on the National List** that you apply in organic storage locations on your [Grower Materials Application \(OSP Materials List\)](#).

7) How do you prevent pest control materials from contaminating organic crops and packaging materials?

- N/A, none used Remove crops and packaging from areas to be treated
- Wash and rinse organic contact surfaces after treatment
- Cover equipment used for organic storage during treatment
- Other (describe): _____

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

- N/A, none used Pesticide Use Log Log describing removal/reentry of crops and packaging
- Other (describe): _____



Operation Name: _____ Date: _____

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

A. General information

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

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

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

B. Sanitation and Water Use

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

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

C. Packaging

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



Operation Name: _____ Date: _____

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

A. Sourcing Products

1) Do you sell crops/products (organic or nonorganic) that you source from other operations?

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

Table with 3 columns: Operation Name, Crops/Products, Certified Organic? (yes/no). 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 current certificates that list the specific crops/products.
 I require a current certificate that list the specific crops/products with each shipment.
 Other (describe): _____

3) Describe how you ensure that organic products are not commingled with nonorganic products during sourcing and transport.

- Not applicable, I only source certified organic products.

B. Direct Marketing

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

- Not applicable, no sales directly to consumers. Stop, this form is complete.

a) Farmers' Markets Not applicable, no sales at farmers' markets.

Table with 4 columns: Name of market and/or Farmers' Market organization, Market Address, Day(s), Do you sell non-organic products at this market? Includes example rows for Main St Market and Main Street.

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

Table with 3 columns: Type, Address (or website for online sales), Do you sell non-organic products at this venue? Includes example rows for Farm stand and 123 Ranch Rd.

C. Direct Marketing Representation and Signage

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

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



Operation Name: _____ Date: _____

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

- ▶ All labels or container markings must be approved by CCOF prior to use.
- ▶ Attach samples of all labels for your own organic products and any organic products you sell that are sourced from other operations.

A. Nonretail (Shipping or Storage) Containers

Nonretail containers are those used to ship or store organic products, other than containers used for retail sale of the product. They must clearly identify the organic status of the product and display the production lot number if applicable.

- 1) Do you use any nonretail containers (e.g. boxes, bins, totes, bags, etc.) for shipping or storage of organic crops?
 Not applicable, none used. Skip to section B. Yes. Complete this section.
- 2) Mark all of the following nonretail containers that you use for shipping or storage of organic crops:
 Box Bin Tote Bag Other (describe): _____
- 3) How do you mark nonretail containers to identify the organic status of the product? Markings may be on labels or on accompanying documentation (e.g. bills of lading, bin tags, etc).
 '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): _____
- 4) Do you use lot numbers to trace harvested crops back to your operation?
 No
 Yes. Describe lot numbering system in [G8.0 Record Keeping](#). Include lot numbers on nonretail containers or accompanying documentation.

B. Retail Labels (Packaged or Unpackaged)

- 1) Do you use any retail labels for **packaged** organic products?
 Not applicable, none used. Skip to B3 below. Yes. Complete this section.
Packaged retail product labels must state "Certified Organic by CCOF" (or similar) below the name and contact information for the final operation producing or handling the product.
- 2) Mark all of the following package labels that you use for retail sale of organic crops:
 Box Bag or sleeve Clamshell Other (describe): _____
- 3) Do you use any retail labels for **unpackaged** organic products (e.g. products in other than packaged form at the point of retail sale)?
Unpackaged retail product labels include PLU labels, twist ties, plant tags, etc. PLU labels include stickers and tags affixed to individual produce items and may include produce bags that remain unpackaged or open in the retail setting. "Certified Organic by CCOF" is optional and can be located anywhere on the 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 use unpackaged retail labels do not contain the elements mentioned above (USDA seal, CCOF seal or ingredient statement). Skip to section C.
 Yes. Complete this section.
- 4) Mark all of the following unpackaged labels that you use for retail sale of organic crops:
 PLU Twist tie Plant tag Other (describe): _____

C. Labels & Brands

- 1) Attach color samples (e.g. photographs, print proofs; no larger than standard page size) of **all** of the following:
 - Nonretail container labels and/or markings or stickers used on nonretail containers.
 - Packaged product labels for retail sale
 - Unpackaged product labels for retail sale Color samples of all labels are attached. *Submit all revisions to CCOF prior to printing.*
- 2) Are any of the labels/brands owned by other companies?
 No, only my operation's own labels/brands. Stop, this form is complete. Yes. Complete this section.
- 3) Is the label owner certified organic for the product(s)?
 Yes, CCOF certified. Yes, certified by another certification agency (attach certificate). No
- 4) 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. Records must be sufficient to demonstrate compliance with organic regulations, kept for at least five (5) years, and made available for inspection.

A. Records Kept

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

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

Yes, my operation does the above.

Records needed to verify compliance include, but are not limited to, the following:

If you do this:	Maintain this type of record:
Grow crops	<ul style="list-style-type: none"> • Planting records (crop, location, date, acreage, etc.) • Records of crop rotation or practices in lieu of rotation (perennials, container crops) • Documentation of natural resource and biodiversity conservation practices & monitoring • Documentation of preventative pest management practices • Production equipment also used for nonorganic: cleaning records or Standard Operating Procedures (SOPs)
Use seed, annual seedlings (transplants), or planting stock	<ul style="list-style-type: none"> • Purchase receipts or other records documenting source & treated/untreated status • Nonorganic seed/planting stock: commercial availability records, non-GMO verification • Annual seedlings: organic certificates or on-farm production records
Use crop input materials (fertilizers, pesticides, etc.)	<ul style="list-style-type: none"> • Purchase receipts or other records documenting source • Application records (material name, date, rate, location) • Compost/compost tea/vermicompost produced by your operation: production records
Have organic parcels with adjacent nonorganic production	<ul style="list-style-type: none"> • Documentation of preventative measures to reduce drift risk • If growing crops in buffer zones: harvest and sales documentation verifying separation
Responsible for harvest and/or transport	<ul style="list-style-type: none"> • Harvest/transport equipment also used for nonorganic: cleaning records or SOPs • Harvest records or field tags (date, crop, quantity, location) • Transport or shipping records, if applicable
Store crops	<ul style="list-style-type: none"> • Storage records • Storage at your own facility: facility pest management records
Simple post-harvest handling	<ul style="list-style-type: none"> • Records of handling activities, including facility pest management
Use another operation's facility for post-harvest handling	<ul style="list-style-type: none"> • Documentation of transactions (e.g. receiving, sales)
Source organic crops from another operation	<ul style="list-style-type: none"> • Transaction and shipping/receiving records • Organic certificates for suppliers
Sell organic crops (even if not represented as organic)	<ul style="list-style-type: none"> • Shipping or sales records (e.g. BOLs, delivery receipts, receiving documents, grower statements, Farmers' Market load lists, produce stand inventory lists, etc.)

B. Sample Audit Trail

1) Attach a sample audit trail to demonstrate your recordkeeping system from harvest through sale.

An audit trail is a set of documents that tracks all activities occurring from **harvest** through **sale** of an organic product and is sufficient to trace organic crops back to their production (in the field, or supplier). A complete sample audit trail may include, but is not limited to, the harvest, shipping, and sales records described above in section A.

If you are new to organic production and do not have existing audit trail records, you **must** provide an **example** of the audit trail you plan to maintain. Sample recordkeeping forms can be found at www.ccof.org/recordkeeping.

Sample audit trail attached



- 2) How do your audit trail records link to track organic crops from the source (field/growing location, or supplier) to the final sale? Mark all that apply.
- Field numbers or names Farm name, if the operation is all organic with only one field Julian date codes
- Lot numbers (describe lot numbering system): _____
- Other (describe): _____

C. Split Operation Record Keeping

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

- 1) Mark all of the following that apply to your operation:
- Grow both organic and nonorganic crops
- Grow **identical** crops organically and nonorganically
- Sell organic and nonorganic crops/products, including any that you source from other operations
- Sell **identical** organic and nonorganic crops/products, including any that you source from other operations
- None of the above. Stop, this form is complete.
- 2) How do your input records distinguish between materials used on organic and nonorganic crops?
- _____
- 3) How do your harvest, shipping, and sales records distinguish between organic and nonorganic crops/products?
- _____
- 4) Do you source organic products from uncertified brokers, traders, wholesalers, or distributors?
- Sourcing from uncertified handlers requires additional audit trail verification at inspection and will incur additional fees.*
- No. Stop, this form is complete. Yes, attach an [Uncertified Handler Affidavit](#) (UHA) for each uncertified supplier.
- a) How do 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): _____



- ▶ **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">• CCOF Certification Contract
2) Collect wild crops.	<ul style="list-style-type: none">• Parcel Application (for each non-adjacent field)• W2.0 Wild Crops• G4.2 Natural Resources• G6.0 Production• G6.1 Harvest & Transport• G7.0 Labeling• G8.0 Record Keeping
3) Actively manage growing crops.	<ul style="list-style-type: none">• Guide to Grower OSP Forms Complete applicable forms as directed
4) Store crops.	<ul style="list-style-type: none">• G6.2 Storage
5) Perform simple post-harvest handling of only my own organic crops at my own facility/location.	<ul style="list-style-type: none">• G6.4 Simple On-Farm Post Harvest Handling
6) Source products from other operations and/or sell products directly to consumers.	<ul style="list-style-type: none">• G6.5 Sourcing Products & Direct Marketing
7) 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">• Uncertified Handler Affidavit (for each uncertified storage facility)
8) Located in Mexico or export or plan to export to Mexico.	<ul style="list-style-type: none">• Mexico Compliance Program Application
9) Located in Mexico and export or plan to export directly to the EU, UK, or Switzerland.	<ul style="list-style-type: none">• International Standard Program Application
10) Export, plan to export, or design labels for sale in Canada, the EU, UK, Japan, Korea, Switzerland, Taiwan; or sell to a buyer who requires international verification.	<ul style="list-style-type: none">• Global Market Access Program Application
11) Process products or perform post-harvest handling at one or more facilities I own or lease.	<ul style="list-style-type: none">• Guide to Handler OSP Forms Complete applicable forms as directed
12) Apply for certification of livestock. <i>Livestock certification not available in Mexico or in Spanish.</i>	<ul style="list-style-type: none">• Guide to Livestock Producer OSP Forms Complete applicable forms as directed



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

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

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

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

The following require a different CCOF program and application:

- ▶ **CCOF International Standard program:** Operations located in Mexico who plan to export directly to the EU, UK, or Switzerland. 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
- ▶ **GMA Wine program:** US operations who plan to export wine to the EU, UK, or Switzerland. You must complete the GMA application (this form) and the [GMA Wine Approval Application](#).

A. General Information

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



Global Market Access (GMA) Application

B. Labeling and Product Identification

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

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

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

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

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



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

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

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



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

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

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

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

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