



CCOF

Organic Certification

Education & Outreach

Political Advocacy

Promotion

How to Add Acreage to Your CCOF Certification

To add additional acreage to your existing certification, please complete the following steps:

1. **Complete the form "Parcel Application"** (available at www.ccof.org/documents or by calling the CCOF office).
2. **Submit completed form and supporting documentation to CCOF** by fax, mail or email to the fax number, address or email address below.
3. **Await review by CCOF** and respond to any requests for additional information in the Compliance Report. Once CCOF has determined that the information is complete, we will assign an inspector.
4. **Respond promptly when contacted by an inspector.** To coordinate inspection schedules and track the inspection process, please contact your Client Service Specialist (CSS). The name of your CSS and their contact information can be found at the top of the Compliance Report, or by calling the CCOF office.

Please do not wait until your inspection to submit a request to add additional acreage. Please inform CCOF of new acreage by following the steps above as soon as possible. CCOF must review the additional acreage request for compliance prior to inspection. The CCOF inspector must visit the acreage to ensure farming practices remain as represented in the existing organic system plan.

Note: add acreage fees will be higher for applications submitted less than 90 days before harvest or at inspection.

Land and crops must be inspected prior to harvest and each parcel must be approved and listed on your CCOF Organic Client Profile prior to sale of crops as "organic". Sale of crops as "organic" from land not listed on your certificates may jeopardize your certification and is a violation of the National Organic Program regulations.

Tips for a successful add acreage process:

- Leave sufficient time for submission, pre-review, inspection and final review. If you are approaching harvest, please consider enrollment in CCOF's Expedited Certification Program. Enrollment forms are available from CCOF or online at www.ccof.org/documents.
- Provide a complete application including appropriate land use history information. If information is not available, please clearly describe your attempts to secure it.
- Complete the Parcel Application entirely.
- Pay applicable additional acreage charges and inspection fees promptly.

To reduce costs, add acreages should be submitted immediately after taking over management of new fields/parcels/etc. CCOF will combine annual and add acreage inspections whenever possible. CCOF charges modest administrative fees for processing add acreage requests as described in the Certification Services Program Manual at www.ccof.org/certification/standards. Add acreage and inspection fees must be paid to remain certified but are not required prior to completion of the process.

CCOF clients in good standing may add acreage to their existing operations when the Organic System Plan in place is valid and applicable to the new land being added to the operation. Add acreages are appropriate for expansion of crops already farmed using CCOF approved system. CCOF cannot add acreage for operations under proposed suspension, revocation or with outstanding non-compliances.

Note: organic operations in California must register additional land with the State Organic Program by amending their registration with the Department.

