



Operation Name: _____ Date: _____

- ▶ Complete this form if you manufacture, process, label, or repack organic products or contract another certified operation to process and/or package organic products into your brand or label (private label brand owner/marketer).
 - You may only use labels, ingredients, processing aids, suppliers, and formulas approved by CCOF to produce organic products. Submit updates for pre-approval before using.
 - Once certified, you are only approved to produce organic products listed on your CCOF client profile, available on MyCCOF.org. Pre-approval is required for new products; submit a [Product Application](#).
 - You must maintain current organic certificates for all suppliers, contracted co-packers, certified private label brand owners, and any other certified organic operation you work with.

A. Labels and Ingredients

- 1) Attach all labels for all organic products, including retail, case labels, wholesale, labels for export, and other labels that include any reference to organic.

Organic labeling guidelines are available at www.ccof.org/labeling. Submit all revisions to CCOF prior to printing.

 Attached Not applicable, no package.
- 2) For ingredients and processing aid materials listed on your [H2.0A Ingredient Suppliers](#) and [Handler Materials Application \(OSP Materials List\)](#), do you source and procure the ingredients and materials?

Yes No Not applicable, we do not source ingredients or materials.

a) If no, indicate who sources ingredients or materials: _____
- 3) Are you a **private label brand owner/marketer** who contracts an independently certified co-packer to produce your branded products?

Not applicable, not working with co-packers. Skip to section B.

Yes, attach organic certificates for all **co-packers** who produce products for you at their facility. Attached

Certificates for co-packed products must list branded products specifically. You must request updated certificates annually.
- 4) As a **private label brand owner/marketer**, do you purchase, take title to, or take physical possession of ingredients?

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

Yes, I source ingredients

a) If sourcing ingredients, choose all that apply:

 - I select suppliers
 - I purchase ingredients
 - I take physical possession of ingredients for storage and ship them to my co-packer

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

 - I provide all organic supplier information to my co-packer and each shipment to the co-packer directly connects back to the certified supplier. Skip to section D. *H2.0A form not required.*
 - I do not provide organic supplier information to my co-packer. *H2.0A form required for organic ingredients, CCOF will list your organic ingredients on your organic certificate.*

B. Monitoring Suppliers & Fraud Prevention

- 1) Describe your organic supplier certificate management system. You must ensure that all certificates are current (issued within the last 12 months) and complete, listing the specific products you source and any applicable export market compliance.

a) Who at your company is responsible for approving new organic suppliers?

Prior to purchasing, you must review the organic certificate to ensure it is current and complete. New suppliers must be added to your H2.0A form and be approved by CCOF.

b) How often do you switch suppliers, add new suppliers, make one-off purchases or do "spot purchasing" to prevent shortages?

Frequent changes may result in increased audit trail verification at inspection.

c) How frequently do you review certificates for existing suppliers to ensure they are complete and current?

Must review annually for active suppliers, at a minimum.



- 2) Do you purchase or receive organic products from uncertified brokers, traders, wholesalers, distributors, or importers?
Sourcing through uncertified handlers requires additional audit trail verification at inspection and will incur additional fees.
 No Yes. Attach an [Uncertified Handler Affidavit \(UHA\)](#) for each uncertified supplier of organic ingredients, as applicable.
If you are a co-packer receiving ingredients from a private label owner, UHA is not required if shipping documents link to certified suppliers.
- a) If yes, how will you ensure that only certified suppliers are used by the uncertified handler? Check all that apply.
Your OSP must list all certified suppliers, including products sourced through uncertified handlers. Audit trail records must link directly back to the last certified operation.
- I do not place an order until certified supplier is identified by uncertified handler, I have determined the organic certificate is legitimate and complete, and new suppliers are approved by CCOF.
- For any delivery that cannot be traced back to the certified supplier, I refuse or hold shipment until the certified supplier is verified.
- Other (describe): _____
- 3) Do you purchase or receive any imported organic ingredients or products; grown or processed outside of the USA?
 No, Skip to section C. Yes. Complete this section.
Imported ingredients are at higher risk of contamination and fraud. Additional audit trail documentation may be required to show that products were not treated upon entry to the USA. Refer to [H5.0 Record Keeping for Handlers](#).
- a) If yes, are you the importer of record?
 Yes. Attach Import Permit for each product listing Conditions of Entry (if applicable) and Skip to section C.
 No, I purchase ingredients from importers or suppliers. Continue to question 4.
- 4) Are importers/suppliers located in the USA?
 Yes, located in USA No, located outside USA
If you directly purchase or receive product from an importer or supplier located outside of the USA, you must maintain audit trail documentation described on the H5.0 form, even if the importer is certified organic.
- a) If importer is located in the USA, is the importer certified organic?
 Yes No. *If the importer is not certified organic, you must maintain audit trail documentation described on the H5.0 form.*

C. Formulas

- 1) For formulas listed on [H2.0B Product Formulation Sheet\(s\)](#), do you control recipes, i.e. own or manage recipes?
Changes to formulas must be pre-approved by CCOF. H2.0B form not required for private label owner/marketer working with a co-packer; only co-packer is required to submit formula.
 Yes No Some Not applicable, single ingredient products only. Not applicable, private label owner/marketer.
- 2) For finished products labeled "Organic" containing **nonorganic** ingredients listed on 205.606 or 205.605 (if commercial availability is noted), attach an [H2.7 Commercial Availability](#) form for each nonorganic ingredient. Examples: flavors, colors, yeast.
You must continually search for organic versions on an annual basis.
 Attached Not applicable, no nonorganic agricultural ingredients.

D. Storage Facilities

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

Storage Facility Name & Location	Ingredients/Products Stored	Documentation
		<input type="checkbox"/> OC* <input type="checkbox"/> UHA**
		<input type="checkbox"/> OC* <input type="checkbox"/> UHA**
		<input type="checkbox"/> OC* <input type="checkbox"/> UHA**

*Attach the Organic Certificate (OC) for each certified storage facility listed above. *You must request updated certificates annually.*
 **For any non-certified facilities listed above, attach a CCOF [Uncertified Handler Affidavit \(UHA\)](#). UHA must be completed by the uncertified storage facility manager.