



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

► Complete this form if you provide processing or handling services for organic product that you do not own or take title to or if you provide fee for service processing.

**A. General Information**

- 1) Describe specific services you provide (i.e. nut hulling, cooling, transloading). Services may be added to your CCOF client profile.
2) Does your service include formulating or processing multi-ingredient products?
Yes. Stop, do not complete this form. Complete H2.0 Organic Products, Product Application, H2.0A Ingredient Suppliers, and H2.0B Product Formulation.
No. Complete this form.

**B. Products**

- 1) List all nonorganic materials that directly contact organic products on your Handler Materials Application (OSP Materials List); e.g. processing aids, packaging aids, gases, wash water additives.
Only materials included on your Handler Materials Application (OSP Materials List) may be used. It is your responsibility to verify that all materials are allowed before you use them.
Attached Not applicable, no materials used
2) Do you purchase or supply ingredients as part of your service?
Yes No Sometimes
a) If sometimes, please explain:
b) If yes or sometimes, complete H2.0 Organic Products, Product Application, and H2.0A Ingredient Suppliers, and skip to section C.
c) If No, how do you verify that incoming customer products are certified organic? Check all that apply.
Your inspector will verify that you maintain current organic certificates for your customers and that certificates list the products or parcels represented as organic.
Request CCOF approval of each new customer prior to accepting or handling any organic shipments and verify that product or parcel is listed on certificate prior to providing service.
Request a current organic certificate with each incoming shipment and verify that product or parcel is listed on certificate prior to providing service.
Request a current organic certificate annually and verify that product or parcel is listed on certificate prior to providing service.
Other (describe):
3) Do uncertified brokers, traders, wholesalers, distributors, or importers use your services for organic products?
Providing services to uncertified handlers requires additional audit trail verification at inspection.
No Yes, attach an Uncertified Handler Affidavit (UHA) for each uncertified handler
a) If yes, how will you ensure that only certified suppliers are used by the uncertified handler? Check all that apply.
Audit trail records must link directly back to the last certified operation.
I do not provide service until certified supplier is identified by uncertified handler and I have determined the organic certificate is legitimate and complete.
For any delivery that cannot be traced back to the certified supplier, refuse or hold shipment until the certified supplier is verified.
Other (describe):
4) For transloaders, are you handling imported products?
No. Skip to section C. Yes. Complete this section. Not transloading. Skip to section C.
Imported products 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. Documentation for each shipment may include import permits, phytosanitary certificates, transaction certificates, NOP Import certificates, CBP Forms 3461 and 7501, commercial invoices, export packing list, Certificate of Origin, Bill of Lading, Waybills/Air Waybills, AMS Inspection Certificate, Marine Surveyor report, and other documents.



- 5) If you transload imported products, is the importer located in the USA?  
*If the importer is located outside of the USA, you must maintain the additional audit trail documentation described above, even if the importer is certified organic.*  
 Yes  No
- a) If Yes, is the importer certified organic?  
 Yes  No. *If the importer is not certified organic, you must maintain additional audit trail documentation, described above.*

**C. Labels**

- 1) Do you label products or repack products into other packaging that displays organic claims?  
 Yes  No  Sometimes  Not applicable, no package
- a) If sometimes, please explain:
- 
- b) If yes or sometimes, complete the [Product Application](#) and attach label(s).  Attached  
*Labels must be pre-approved by CCOF prior to use.*

**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.  
 \*\*For any non-certified facilities listed above, attach a CCOF [Uncertified Handler Affidavit](#) (UHA). UHAs must be signed by the uncertified storage facility manager.