



CCOF

Organic Certification Education & Outreach Political Advocacy Promotion

Organic Farm Certification Support Package

This packet was created to help you find resources, understand certification issues, maintain compliance with organic standards, and ensure your continued certification with CCOF. It contains information about the organic certification process, answers to common questions, and a series of simple forms to assist you with meeting record keeping requirements.

The sample forms can be copied and used as updates to your Organic System Plan (OSP) and/or used throughout the year and made available at your inspection(s) for review. Feel free to adapt them as necessary to meet the specifics of your operation.

Basic Requirements for Grower Certification

To certify a farm both the land and management of the land must be certified.

Land must be free of prohibited materials for at least three years to qualify for certification. You will need to provide information on how the land has been managed for the past three years to confirm this.

You will explain your operation and management of the farm in the application, called the Organic System Plan (OSP). This is where you tell us what you are doing (what crops are being raised), how you are doing it (what are your farming practices), and what you are using (what seeds, inputs, etc. you use).

Contents:

1. **Certification Tips for Success**
2. **Frequently Asked Questions (FAQ)** for more information see www.ccof.org/faqs
 - What is the Organic System Plan (OSP)
 - How do inspections work?
 - What buffers are required for organic parcels?
 - What materials/inputs can I use in organic production?
 - What is required for record keeping?
 - What are the organic labeling requirements?
 - Are there resources to help farms maintain organic certification and stay informed?
3. **Organic Seed Regulations and Resources**
4. **Recordkeeping Checklist for Organic Growers**
5. **Sample Forms**
 - Seed and Planting Stock Record
 - Biodiversity & Natural Resource Cost-Based Monitoring Log
 - Biodiversity & Natural Resource Visual Monitoring Log
 - Organic Farm Input Report (OFIR)
 - Equipment Cleaning Log
 - Harvest Record
 - Market Load List
 - Activity Log
 - Affidavit of Land History
 - Seed Commercial Availability Search Record
 - Neighbor Notification and Drift Prevention Letter
6. **Organic Consultants & Ag Advisors**
7. **Organic Labeling Guidelines**
8. **Food Safety Services for Organic Farms**
9. **Farm Inputs (Materials) Guide**
10. **Farmers' Market Best Practices Guidelines**





Organic Growers/Producers

CERTIFICATION TIPS FOR SUCCESS

Notify CCOF of changes to your Organic System Plan that may affect compliance.

Organic System Plan (OSP) changes may include new parcels or other practices where you are unsure if you meet organic standards, and can be made by updating your forms or contacting us. Minor updates can be made at inspection. Notify us of any application of prohibited substances or positive residue tests. Search for OSP forms at www.ccof.org/documents.

(NOP § 205.400)



Submit new parcels for review at least 90 days before expected harvest.

Additional fees apply for acreage submitted at inspection, or less than 90 days before harvest. Find add acreage forms at www.ccof.org/documents.

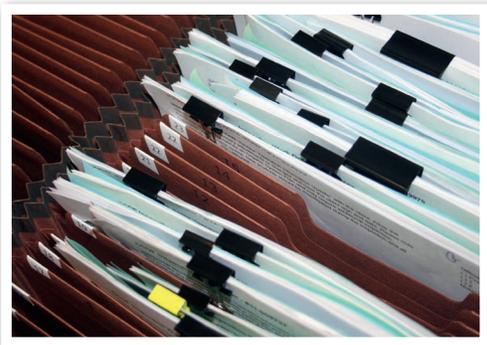
(NOP § 205.201; 205.404; 205.406(d))

CCOF recommends verifying approval of materials prior to use.

Use of materials prior to approval by CCOF is at your own risk.

- » Your OSP Materials List, found in MyCCOF, is your list of approved materials. You can easily update materials and find pre-reviewed materials on the OMRI, WSDA, or CCOF lists by contacting us or visiting www.ccof.org/materialssearch.
- » Materials may be updated by phone, email, or mail, or by using a Material Review Request Form (MRRF).
- » Follow our step-by-step instructions at www.ccof.org/documents.

(NOP § 205 Subpart D)



Keep complete records of activities on the farm.

Necessary information may include input application records and purchase invoices, harvest records, farmers' market load lists, sales records, bills of lading, weight tags listing lot numbers, etc. Find recordkeeping tools at www.ccof.org/certification/help.

(NOP § 205.103)

See other side for processor/handler tips »



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Education & Outreach

Political Advocacy

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Frequently Asked Questions - Organic Farms

Additional FAQs can be found online at www.ccof.org/faqs

Standards updates and other resources: www.ccof.org/certification-news

Q: What is the Organic System Plan (OSP)?

A: The certification application is called an Organic System Plan (OSP). A complete OSP is required by the National Organic Program (NOP). The OSP is a detailed description of the practices and procedures used by your operation to produce organic goods. Clients update their OSP as changes occur.

CCOF has developed a straightforward, comprehensive OSP as part of our organic certification application. The OSP leads you through the standards and addresses common production questions and concerns.

This document acts as an agreement between you and CCOF. It defines how you remain in compliance with organic standards and explains what you do, how you do it, and what you use to do it with. During your pre-certification and annual inspections, your CCOF inspector will verify that what you do in practice matches what is in your OSP.

Q: How do inspections work?

A: The purpose of organic inspections is to confirm that your operation meets the NOP standards and regulations both before it is certified and every year after as long as it remains certified. Inspectors do this by confirming that what you say in your application, called an Organic System Plan (OSP), is what you are doing in practice.

New applicants must have an initial inspection to become certified; existing clients will be inspected annually to maintain their certification. An inspection also occurs if you add acreage or a new facility to your operation. You will be contacted by an inspector to set up an appointment when an inspection is required.

You should be as prepared as possible for your inspection. Since you will be billed by the hour, the more prepared and organized you are, the less expensive the inspection will be. Inspectors will collect many kinds of specific information about your operation, which is used by CCOF to verify your certification. Your complete OSP, including all attachments, should be clear and readily available. Make sure all personnel, facilities, and any other necessary documentation are accessible.

During the inspection, your inspector must be able to test your “audit trail”, which requires records of all purchases, internal movement, and sales of inputs, ingredients, intermediates, and final products. Operations who sell organic and non-organic should have separate records for both types of products. Performing an audit can be a time intensive part of your inspection if your records are difficult to comprehend. In addition to your audit trail, please have available your input records, documentation of cleaning and purging of equipment, buffer crop disposal, organic seed sourcing, and any other activities. Remember that incomplete or confusing records may increase the cost of your inspection. Another way to reduce the cost of inspections is to be flexible about the scheduling. If an inspector can perform multiple inspections in the same area at the same time, the cost of travel time can be shared among all clients.

The inspector may request additional information from you during the inspection. Please respond to these requests promptly. If you are able to reply within 10 days, this information can be sent directly

Additional FAQs can be found online at www.ccof.org/faqs



to your inspector and be included in the inspection report. If this takes longer, you should send it directly to the CCOF office.

Q: What buffers are required for organic parcels?

A: The NOP regulations do not have specific prescriptive requirements regarding distance for buffering your organic crop from potential contaminants. Prior to implementation of the NOP, 25 feet was used as a baseline for appropriate buffers. CCOF still uses this as a threshold of concern to guide our decision making process along with other mitigating factors such as physical barriers and agricultural practices.

The following NOP requirements are applicable when assessing borders and boundaries of certified operations:

- You must describe the physical barriers or management practices that prevent the contamination of organic crop or lands.
- You must also clearly define (signs, roads, fencing, etc.) the boundaries of your organic farm.
- You must incorporate preventative measures along your parcel boundaries. Examples include:
 - Notifying your neighbors in writing that your land is under organic management.
 - Posting “No Spray” or “Organic” signs along the boundaries of your parcels.
 - Requesting that the county road department not spray the roadways adjacent to your land.

Each situation will be judged on the merits of the specific case. Be sure to include all buffer situations in your Organic System Plan.

Q: What materials (fertilizers and pesticides) can I use for organic farming and livestock?

A: We make it easy for our clients to find out if a farm input is allowed. You can use OMRI and WSDA listed products as long as applicable restrictions are followed. Do you want to use a material that is not listed by OMRI or WSDA? We will review any non-listed material. All you need to do is submit a Material Review Request Form.

If you use a product without verifying if it is approved for organic use then you are taking a risk that the product may not be allowed and you may be putting your certification at risk. Be aware that products not on the OMRI or WSDA lists that claim to be allowed for organic production may not actually be allowed, as these labels/products are not regulated. Always check with CCOF before you use a new product!

CCOF does not review blended liquid fertilizers that exceed a nitrogen analysis of three and are not OMRI or WSDA listed. Only liquid fertilizers listed by OMRI or WSDA will be allowed for use by CCOF certified operations.

The NOP does not produce a list of brand name products allowed for use in organic production; however, if you are trying to figure out what materials the National Organic Program standards allow then look to the following sections in CCOF National Organic Program Standards Manual:

- Section 205.203 addresses soil fertility products and practices.
- Section 205.206 addresses pest control practices.
- Section 205.238 addresses livestock health care practices.
- Section 205.601 through 205.604 is the National List of allowed and prohibited substances for organic production.

It is important to note that the U.S. EPA does have a label "for organic use" that indicates that the pesticide product has been reviewed and approved by the EPA for organic production. The EPA does not list approved products but approved products do have the "for organic use" language on the label.



Q: What is required for record keeping?

A: Record keeping is an essential part of the organic certification process. The regulations do not say exactly how these records should be kept, so you are free to use whatever system works best for you. Your Organic System Plan (OSP) indicates which records you need to maintain. However, some farmers and processors have difficulty keeping records that are clear, accurate, and thorough enough for CCOF to make a certification decision. For this reason, CCOF has a number of sample forms available for you to make copies of and use directly in your operation. In this packet, there are sample forms to help you keep track of seed plantings, farm inputs, equipment cleaning, harvest activities, and more. CCOF can provide you with other sample forms at your request. In addition, ATTRA has created a number of sample forms which can be found on their website:

www.attra.ncat.org/organic.html

Q: What are the organic labeling requirements?

A: There are three major categories of labeling of organic products. The "100% Organic" label may be used on any processed product that is entirely organic. "Organic" may be used to label raw agricultural products (i.e. organic apples) and processed products that are at least 95% organic. The "Made with Organic [ingredients]" label is used for products that are at least 70% organic, as long as the remaining non-organic ingredients do not include GMOs (genetically modified organisms), are not irradiated, and are not grown using sewage sludge. Products that contain less than 70% organic are also covered in the NOP, but producers of these products are not required to be certified. There are some fine points regarding processing aids and use of certain ingredients that influence labeling, so labels should be submitted to CCOF for approval before they go to print to avoid costly mistakes.

Any product labeled "100% Organic", "Organic", or "Made with Organic [ingredients]" must include the name of the certifying agent that certified the handler of the finished product. This must appear on the information panel below or in close proximity to the name of the handler or distributor of the product, with no other wording or graphics in between. The statement should read "Certified organic by CCOF" or "Certified organic by California Certified Organic Farmers". Products labeled "Organic" or "Made with Organic [ingredients]" must clearly identify organic ingredients as organic on the ingredient panel. All other labeling is optional, unless, of course, it is prohibited.

The USDA has created a table to help you determine what must and must not be included on labels and what is optional for each labeling category. This can be found online at

www.ams.usda.gov/AMSV1.0/nop

Q: Are there resources to help farms maintain organic certification and stay informed?

A: Yes, CCOF prints a quarterly magazine and periodic updates that provide detailed information on certification issues and include helpful articles on various issues regarding organic standards and compliance. These resources are provided free of charge to all CCOF clients and supporting members. Past articles can be accessed through our online magazine archive.

As an accredited certifier, CCOF cannot provide consulting assistance. However, we maintain a list of organic consultants and agricultural advisors who can assist you with organic certification and regulatory compliance issues. Contact information for these resources can be found in the "Organic Consultants" section of this packet as well as on our website.

The National Sustainable Agriculture Information Service website (www.attra.ncat.org) provides numerous publications to help farmers, processors, and others learn about and prepare for organic production and certification. The University of California's Western Region Organic Farming Compliance Handbook (<http://www.sarep.ucdavis.edu/sfr/organic/ofch>) is also a very good resource for organic farmers and agricultural professionals.





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Organic Seed Regulations & Resources – Updated 12/30/2014

National Organic Program (NOP) Seed and Planting Stock Regulations

The National Organic Program rules stipulate that organic seeds **MUST** be used in organic production when commercially available. This includes annual, perennial, and cover crops. Commercial availability is defined by the NOP as *“the ability to obtain a production input in an appropriate form, quality, and quantity to fulfill an essential function in a system of organic production or handling, as determined by the certifying agent in the course of reviewing the organic plan”*.

Organic sprouts **MUST be produced with organic seeds. NO EXCEPTIONS.**

Document your search for organic seed and planting stock. Organic producers are required to provide ongoing evidence of active attempts to source organic seeds and/or planting stock such as logs showing calls made, product/supplier catalogues, letters received, or other demonstrations of good faith efforts. Such evidence must also be provided in the event that organic seed or planting stock does not provide the necessary level of quality or provide the desired function. CCOF strictly reviews this process annually to maintain the integrity of organic food production and to encourage our members to actively search for organic seeds.

Growers must verify that third parties, who provide nonorganic seed or planting stock, have searched for organic seed. CCOF must be able to verify that a commercial availability search was conducted for all nonorganic seed or planting stock. If a buyer provides you with nonorganic seed or planting stock you must obtain documentation from the buyer that demonstrates a search for organic seed or planting stock was conducted. Examples of this documentation include call logs, seed catalogues, or statements from seed suppliers. Your inspector will ask for this information at all inspections.

Test/trial organic seed to find seed with the characteristics and qualities you need.

If growers cannot find specific organic seed in the quality or quantity they require then trialing other organic varieties should be considered. First identify the qualities that are sought in organic seed. For example: disease resistance, drought tolerance, hybrid uniformity, size, color, flavor or any other market or grower preferences. Then seek out organic varieties that are available and conduct trials to see if the organic seed can meet your needs.

Any non-organic seeds used must be Non-GMO and untreated or Non-GMO and treated only with substances listed as allowed on the National List. Seeds treated with prohibited materials are **NOT** allowed in organic production. If you plan to use seed that is treated, coated, inoculated or pelletized with any substance you must confirm that the substance in use is approved.

Annual transplant stock **MUST be certified organic.**

Growers purchasing annual transplants must maintain current NOP certificates from suppliers and have purchase invoices showing the transplants purchased are organic. These documents will be reviewed annually at your inspection.

Non-organic planting stock to be sold again as planting stock (not a crop) must be managed organically for one year prior to sale as organic. Growers are required to show records demonstrating that the planting stock was managed organically for one year and that it was not sold as organic until the eligibility date was met, with the exception of crops harvested from the plant. Such records include:

Planting stock purchase receipts, planting records, input application records, input invoices, harvest records and sales records. These records will be reviewed at all inspections.



Certified organic growers are required to utilize organic seed unless organic versions are commercially unavailable.

Commercial availability means the ability to obtain seeds in an appropriate form, quality, or quantity to fulfill an essential function in a system of organic production, and is determined by CCOF in the course of reviewing the Organic System Plan.

If organic seeds are not commercially available, non-organic seeds are allowed only if they are non-GMO, and either untreated or treated ONLY with allowed substances.

CCOF certified operations are required to demonstrate good faith attempts to source organic versions prior to utilizing non-organic seed. This documentation may be in the form of a log showing calls made, product/supplier catalogues, letters received, or other efforts on your part.

Organic Seed Suppliers & Resources

*denotes CCOF certified, **denotes CCOF Business Partner

<p>3 Star Lettuce* PO Box 940 Gonzales, CA 93926 Phone: (831) 675-3790 Fax: (831) 675-3826 3starlettuce.com</p>	<p>Albert Lea Seed House 1414 West Main Street PO Box 127 Albert Lea, MN 56007 Phone: (800) 352-5247 www.alseed.com</p>	<p>Bejo Seeds 1972 Silver Spur Place Oceano, CA 93445 Phone: (805) 473-2199 Fax: (805) 473-0897 www.bejoseeds.com</p>
<p>Berkeley Horticultural Nursery** 1310 McGee Avenue Berkeley, CA 94703 Phone: (510) 526-4704 www.berkeleyhort.com</p>	<p>Blue River Hybrids** 27087 Timber Road Kelley, IA 50134 Phone: (800) 370-7979 Fax: (515) 233-3069 www.blueriverorgseed.com</p>	<p>Botanical Interests Inc. 660 Compton Street Broomfield, CO 80020 Phone: (800) 486-2647 Phone: (877) 821-4340 www.botanicalinterests.com</p>
<p>BURPEE 300 Park Avenue Warminster, PA 18974 Phone: (800) 888-1447 www.burpee.com</p>	<p>California Seed Production, Inc.* PO Box 848 Gilroy, CA 95021 Phone: (408) 427-6805</p>	<p>Christie Farms 38165 Richardson Gap Road Scio, OR 97374 Phone: (503) 394-3192 www.christiefarms.com</p>
<p>The Cooks Garden PO Box C5030 Warminster, PA 18974-0574 Phone: (800) 457-9703 www.cooksgarden.com</p>	<p>Cutter Asparagus Seed* 516 Young Ave Arbuckle, CA 95912 Phone: (530) 476-3647 Fax: (530) 476-2422 www.asparagusseed.com</p>	<p>Dixon Seed Inc.* 7920 County Rd 29 Glenn, CA 95943 Phone: (530) 934-4799 Fax: (530) 934-5125 www.dixonseed.com</p>
<p>DLF International Seeds 175 W. H Street Halsey, OR 97348 Phone: (800) 445-2251 Fax: (541) 369-2640 www.dlfis.com</p>	<p>Doebler's PA Hybrids Inc. 202 Tiadaghton Avenue Jersey Shore, PA 17740 Phone: (800) 853-2676 Fax: (570) 753-5302 www.doeblers.com</p>	<p>Ebbesson Farms 3165 Anella Ave Fairbanks, AK 99709 Phone: (907) 497-0440 Fax: (907) 452-7783 www.ebbessonfarms.com</p>
<p>Bountiful Gardens* 1726-D South Main Street Willits, CA 95490 Phone: (707) 459-6410 Fax: (707) 459-1925 www.bountifulgardens.org</p>	<p>Eckhart Seed Company* PO Box 7176 Speckles, CA 93962 Phone: (831) 758-0925 Fax: (831) 758-0388 www.eckhartseed.com</p>	<p>Ferry-Morse Seed Company* 600 Stephen Beale Dr. Fulton, KY 42041 Phone: (270) 472-3400 Fax: (270) 472-3402 www.ferry-morse.com</p>



Filaree Farm 182 Conconully Hwy Okanogan, WA 98840 Phone: (509) 422-6940 www.filareefarm.com	Fred C. Gloeckner & Company Inc. 550 Mamaroneck Ave. Ste 510 Harrison, NY 10528-1631 Phone: (800) 345-3787 Fax: (914) 698-0848 www.fredgloeckner.com	Gardens Alive 5100 Schenley Place Lawrenceburg, IA 47025 Phone: (513) 354-1482 www.gardensalive.com
Gourmet Seed International 743 Shore Road Hollister, CA 95023 Phone: (831) 637-2411 www.gourmetseed.com	Great Harvest Organics 6767 East 276th Street Atlanta, IN 46031 Phone: (317) 984-6685 Fax: (317) 984-2364 www.greatharvestorganics.com	Harmony Farm Supply & Nursery* 3244 Gravenstein Hwy North Sebastopol, CA 95472 Phone: (707) 823-9125 Fax: (707) 823-5586 www.harmonyfarm.com
Harris Seeds 355 Paul Road Rochester, NY 14624 Phone: (800) 544-7938 Fax: (877) 892-9197 www.harriseseeds.com	Headstart Nursery* 4860 Monterey Road Gilroy, CA 95020 Phone: (408) 842-3030 Fax: (408) 842-3224 www.headstartnursery.com	Heirloom Seeds 287 E. Finley Drive West Finley, PA 15377 Phone: (724)-663-5356 www.heirloomseeds.com
High Mowing Organic Seeds** 76 Quarry Rd. Wolcott, VT 05680 Phone: (802) 472-6174 Fax: (802) 472-3201 www.highmowingseeds.com	Home Farmer* PO Box 7050 Santa Maria, CA 93456 Phone: (855) 344-7333 Fax: (805) 888-2755 www.homefarmer.com	Hood River Garlic PO Box 1701 Hood River, OR 97031 Phone: (541) 386-1220 www.hoodrivergarlic.com
Horizon Herbs LLC PO Box 69 Williams, OR 97544 Phone: (541) 846-6704 Fax: (541) 846-6233 www.horizonherbs.com	Irish Eyes Garden Seeds PO Box 204 Thorp, WA 98946 Phone: (509) 933-7150 www.irisheyesgardenseeds.com	Jacobsen Orchards* 22 Tallent Lane Yountville, CA 94599 Phone: (707) 944-1279
J.L. Hudson, Seedsman Box 337 La Honda, CA 94020 Email: inquiry@jlhudsonseeds.net www.jlhudsonseeds.net	Johnny's Selected Seeds** PO Box 299 Waterville, Maine 04903 Phone: (877) 564-6697 www.johnnyseeds.com	Keithly-Williams Seeds* 268 Commission St. Salinas, CA 93901 Phone: (800) 533-3465 Fax: (831) 424-4297 www.keithlywilliams.com
King's Agriseed LLC 60 North Ronks Road, Suite K Ronks, PA 17572 Phone: (717) 687-6224 Fax: (717) 687-4331 www.kingsagriseeds.com	Kitazawa 201 4th Street, #206 Oakland, CA 94607 Phone: (510) 595-1188 Fax: (510) 595-1860 www.kitazawaseed.com	L. A. Hearne Company* 512 Metz Rd. King City, CA 93930 Phone: (831) 385-5441 Fax: (831) 385-4377 www.hearneseed.com/
Lakeview Organic Grain 119 Hamilton Place Penn Yan, NY 14527 Phone: (315) 531-1038 Fax: (315) 531-1038 www.lakevieworganicgrain.com	Lancaster Agriculture Products 60 North Ronks Road Ronks, PA 17572 Phone: (717) 687-9222 Fax: (717) 687-9355 www.lancasterag.com	Lawler Farm Center 206 S Lincoln St Lawler, IA 52154 Phone: (800) 352-5247



<p>Lockwood Seed and Grain* 26777 Chowchilla Blvd Chowchilla, CA 93610 Phone: (559) 665-5702 Fax: (559) 665-4911</p>	<p>Masters Choice 3010 Steet Route 146 East Anna, IL 62906 Phone: (866) 444-1044 Fax: (618) 833-2210 www.seedcorn.com</p>	<p>Mountain Valley Growers 38325 Pepperwood Road Squaw Valley, CA 93675 Phone: (559) 338-2775 Fax: (559) 338-0075 www.mountainvalleygrowers.com</p>
<p>Natural Gardening Company* PO Box 750776 Petaluma, CA 94975 Phone: (707) 766-9303 Fax: (707) 766-9747 www.naturalgardening.com</p>	<p>New England Seed Co. 3580 Main Street Hartford, CT 06120 Phone: (800) 825-5477 Fax: (877) 229-8487 www.neseed.com</p>	<p>Nichols Garden Nursery 1190 Old Salem Rd NE Albany, OR 97321 Phone: (800) 422-3985 Fax: (800) 231-5306 www.nicholsgardennursery.com</p>
<p>North Pacific Seeds, Inc* PO Box 827 San Joaquin, CA 93660 Phone: (559) 693-4001 Fax: (599) 693-0071 www.npseeds.com</p>	<p>North American Seed Company* 41801 Espinosa Rd. Greenfield, CA 93927 Phone: (831) 674-3090</p>	<p>Oasis Organics* 3949 Austin Rd Brawley, CA 92227 Phone: (760) 554-5999 Fax: (760) 344-6072 www.oasis-organics.com</p>
<p>Omega Seed* 7689 Country Road 3 Glenn, CA 95943 Phone: (530) 934-5149 Fax: (530) 934-4447 www.omegaseed.com</p>	<p>Organic Seed People 1430 Willamette Street #191 Eugene, OR 97401 Phone: (541) 632-4577 www.organicseedpeople.com</p>	<p>Orsetti Seed Company, Inc.* 2300 Technology Parkway, Ste. 1 Hollister, CA 95023 Phone: (831) 636-4822 Fax: (831) 636-4814 www.orsettiseeds.com</p>
<p>Osborne Seed Company, LLC** 2428 Old Highway 99 South Mount Vernon, WA 98273 Phone: (360) 424-7333 Fax: (360) 424-8900 www.osborneseed.com</p>	<p>Pacific Botanicals LLC 4840 Fish Hatchery Rd Grants Pass, OR 97527 Phone: (541) 479-7777 Fax: (541) 479-7780 www.pacificbotanicals.com</p>	<p>Park Seed Company 3507 Cokesbury Rd Hodges, SC 29653 Phone: (800) 845-3369 www.parkseed.com</p>
<p>Peaceful Valley Farm & Garden Supply* 125 Clydesdale Ct. PO Box 2209 Grass Valley, CA 95945 Phone: (888) 784-1722 www.groworganic.com</p>	<p>Pepper Joe's Inc 725 Carolina Farm Blvd. Myrtle Beach, SC 29579 Phone: (843) 742-5116 www.pepperjoe.com</p>	<p>Praying Mantis Farm 32263 South Kropf Rd. Canby, OR 97013 Phone: (503) 209-0685</p>
<p>Priority Seed Production LCC** PO Box 5176 Yuma, AZ 85366 Phone: (928) 726-2996 Fax: (928) 317-3006 www.priorityseed.com/wordpress</p>	<p>Rancho Purisima Farms* PO Box 5096 Santa Maria, CA 93456 Phone: (805) 922-7414 Fax: (805) 922-2695</p>	<p>Redwood City Seed Co. PO Box 361 Redwood City, CA 94064 Phone: (650) 325-7333 Fax: (650) 325-4056 www.ecoseeds.com</p>
<p>Redwood Organic Farm* PO Box 431 Manton, CA 96059 Phone: (530) 524-5537 Fax: (530) 564-1072 www.redwoodseeds.net</p>	<p>Rohrer Seeds PO Box 250 Smoketown, PA 17576 Phone: (717) 299-2571 Fax: (800) 468-4944 www.rohrerseeds.com</p>	<p>Potato Garden 12101 2135 Rd Austin CO 81410 Phone: (877) 313-7783 www.potatogarden.com</p>



Environmental Seed Producer* PO Box 947 Albany, CA 97321 Phone: (805) 291-6172 Fax: (541) 928-5581 www.wildflowerseed.com	Sakata Seed America, Inc.* 18095 Serene Drive Morgan Hill, CA 95037 Phone: (408) 778-7758 Fax: (408) 778-7768 www.sakatavegetables.com	Seed Savers Exchange 3094 North Winn Road Decorah, IA 52101 Phone: (563) 382-5990 Fax: (563) 382-6511 www.seedsavers.org
Seed Dynamics, Inc* PO Box 6069 Salinas, CA 93912 Phone: (866) 321-9747 Fax: (831) 424-0174 www.seeddynamics.com	Seeds of Change** PO Box 4908 Rancho Dominguez, CA 90220 Phone: (888) 762-7333 www.seedsofchange.com	Seeds Trust 5870 S Long Lane Littleton, CO 80121 Phone: (720) 335-3436 Fax: (877) 686-7524 www.seedstrust.com
Seedway LLC 99 Industrial Rd Elizabethtown, PA 17022 Phone: (800) 952-7333 Fax: (800) 645-2574 www.seedway.com	Shamrock Seed Co. Inc.* 3 Harris Place Salinas, CA 93901 Phone: (831) 771-1500 Fax: (831) 771-1517 www.shamrockseed.com	Siskiyou Seeds 3220 East Fork Rd. Williams, OR 97544 Phone: (541) 846-9233 www.siskiyouseeds.com
Snow Seed Company* 21855 Rosehart Way Salinas, CA 93908 Phone: (831) 758-9869 Fax: (831) 757-4550 www.snowseedco.com	Sourcepoint Organic Seeds 26422 Moss Road Hotchkiss, CO 86419 Phone: (970) 872-4941	Southern Exposure Seed Exchange PO Box 460 Mineral, VA 23117 Phone: (540) 894-9480 Fax: (540) 894-9481 www.southernexposure.com
Sow True Seed 146 Church Street Asheville, North Carolina 28801 Phone: (828) 254-0708 Fax: (828) 254-0709 www.sowtrueseed.com	Summerstone Nursery PO Box 274 Morrison, TN 37357 Phone: (931) 668-7991 Fax: (931) 668-7992 www.summerstonenursery.com	Sunnyland Seeds PO Box 385 Paradox, CO 81429 Phone: (970) 859-7248
Sustainable Seed Company* PO Box 38 Covelo CA, 95428 Phone: (707) 703-1242 www.sustainableseedco.com	Sweet Corn Organic Nursery 7030 Fir Drive Show Low, AZ 85901 Phone: (928) 537-2676 www.sweetcornorganicnursery.com	Syngenta Seed, Inc.* PO Box 868 Santa Maria, CA 93456 Phone: (805) 922-4624 Fax: (805) 928-0293 www.syngenta-us.com
Terra Organics/Seeds by Design* 4599 McDermott Rd. Maxwell, CA 95955 Phone: (530) 438-2126 Fax: (530) 438-2171 www.terraorganics.com	Territorial Seed Company PO Box 158 Cottage Grove, OR 97424 Phone: (800) 626-0866 Fax: (888) 657-3131 www.territorialseed.com	The Living Seed Company* PO Box 177 Pt. Reyes Station, CA. 94956 Phone: (415) 663-8002 www.livingseedcompany.com
The Maine Potato Lady PO Box 65 Guilford, ME 04443 Phone: (207) 717-5451 www.mainepotatolady.com	The Natural Gardening Company* PO Box 750776 Petaluma, CA 94975 Phone: (707) 766-9303 Fax: (707) 766-9747 www.naturalgardening.com	Tomatofest Heirloom Tomato Seeds* PO Box 628 Little River, CA 95456 Phone: (707) 937-1218 www.tomatofest.com



Top Notch Seeds, Inc* P.O. Box 4 Brawley, CA 92227 Phone: (760) 344-9700 Fax: (760) 344-8512	Tozer Seeds America, LCC 2070 Skyway Drive, Ste. 502 Santa Maria, CA 93455 Phone: (805) 922-6300 Fax: (805) 922-2111 www.tozerseeds.com	Turtle Tree Seed 10 White Birch Road Copake, NY 12516 Phone: (800) 930-7009 www.turtletreeseed.org
Uprising Seeds 2208 Iron St. Bellingham, WA 98225 Phone: (360) 778-3749 www.uprisingorganics.com	Upstream Natives PO Box 268 Tangent, OR 97389 Phone: (800) 247-7815 Fax: (541) 926-5038 www.agsp.us	Van Dyke Brothers* PO Box 767 Pleasant Grove, CA 95668 Phone: (916) 655-3272 Fax: (916) 655-1645
Vitalis Organic Seeds** 7 Harris Place Salinas, CA 93901 Phone: 831-262-7635 www.vitalisorganic.com	W-L Research** PO Box 1610 Ozark, MO 65721 Phone: (800) 406-7662 www.wlresearch.com	Weaver Seed of Oregon PO Box 67 Crabtree, OR Phone: (541) 924-9701 Fax: (541) 924-9702 www.weaverseed.com
Welter Seed and Honey Company 17724 Hwy. 136 Onslow, IA 52321 Phone: (800) 470-3325 Fax: (563) 485-2764 www.welterseed.com	Wheatgrass Kits 1041 North 450 West Springville, UT 84663 Phone: (866) 948-4727 Fax: (801) 491-8728 www.wheatgrasskits.com	Wild Garden Seed PO Box 1509 Philomath, OR 97379 Phone: (541) 929-4068 www.wildgardenseed.com
Woodhouse Farming + Seed Co.* 22012 State Line Road Tulelake, CA 961354 Phone: (430) 667-2031 Fax: (530) 667-2034	Wood Prairie Farm 49 Kinney Road Bridgewater, ME 04735 Phone: (800) 829-9765 Fax: (800) 300-6494 www.woodprairie.com	White Seed Company* 2041 Cabot Place – Unit C Oxnard, CA 93030 Phone: (805) 983-4923 Fax: (805) 983-1282 www.whiteseed.com





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Organic Certification Education & Outreach Political Advocacy Promotion

Recordkeeping Checklist for Organic Growers

Recordkeeping is required for organic certification. The purpose is to track all of your farming activities, from field preparation and planting to the crops you harvest and sell. This checklist describes the types of records you must keep as part of your organic certification. There are no requirements about how you record the information, but it must be done in some kind of written format that organic inspectors will be able to understand. In some cases, we have sample forms to assist you. In other cases, you will need to maintain original documents such as receipts, etc.

- Keep records of all the seeds, annual transplants, planting stock, and input materials (fertilizer, compost, soil amendments, planting mixes, etc.) you use. For example:
 - Receipts for purchases
 - Production records for transplants or input materials you produce yourself
 - Harvest records for seed you saved from your own production

- Keep records of what you plant, when you planted it, and where it was planted. These sample forms can help you:
 - Seed and Stock Planting Record
 - Activity Log

- Keep track of what fertilizers, pest control materials, and other input materials you use, how much you use, and when and where you used them. These sample forms can help you:
 - Input Record
 - Activity Log

- Keep track of what you harvest, how much you harvest, and where you harvested it from. This sample form can help you:
 - Harvest Record

- Keep track of how your crops are handled once they leave the field. This sample form can help you if you do the handling yourself:
 - Activity Log

- If you send your crops to another certified organic operation for handling or processing, keep records of what you sent, where you sent it, when you sent it, and what you received as the outcome. For example:
 - The handler's current organic certificate
 - Delivery or receiving documents for your delivery to the handler
 - Invoices, pack-out summaries, or other final statements for the finished product

- Keep track of what you sell, how much you sell, who you sell it to, and how much money you received. For example:
 - Invoices, sales receipts, sales summaries

- If you sell at Farmers' Markets, track how much of each product you take to each market and how much you brought home unsold. This sample form can help you:
 - Market Load List



Seed and Stock Planting Record

This record is for documenting the seed and planting stock you use and its status. Keep receipts and other relevant documentation with your records. Remember that although you may use nonorganic seed and planting stock if they are not available in organic form, you must maintain documentation regarding the organic status of the seed/stock, and whether it was non-GMO and untreated. Documentation regarding your search for an organic equivalent is also required if you use nonorganic seed/stock. Annual transplants must always be certified organic.

Operation Name: _____ **Year:** _____

Crop/Variety	Supplier	Lot #	Documentation of organic status?	Documentation of non-GMO status?	Documentation of untreated status or allowed treatment?	Place planted	Date planted	Quantity planted
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes			

Additional Notes:

Input Record

To help you to keep track of the materials (fertilizers, pest control materials, soil amendments, adjuvants, etc.) that you apply to your farm, complete one of these forms for each parcel/block and maintain in your records to update as necessary.

Farm Name: _____ Crop Year: _____

Date	Parcel ID	Material Applied (Brand Name, Manufacturer, Formulation)	Purpose	Rate/ Amount

Additional Notes and Observations:

Harvest Record

To help you keep track of when you harvest your organic crops and what you do with them afterwards, make sure to regularly update this form and maintain it in your records.

Farm Name: _____ Crop Year: _____

Harvest Date	Parcel/Block ID	Crop Type	Quantity	Where Stored or Sold

Additional Comments:

Affidavit of Land History

- **Complete in order to provide attestation of previous materials applied since the Date of Last Prohibited Material application (DLPM). CCOF must be able to demonstrably verify 3 years of land history in order to certify land that is not already certified organic. If you have a special situation regarding verification of land use, contact the CCOF office to discuss it.**

Where more than one party must attest to activities, please use additional copies.

I, _____

A. have (check one) owned managed the parcel identified below during the time period _____ through _____ / Present. (Use exact dates).

B. have direct knowledge of the activities and material applications which have taken place at the parcel identified below during the time period _____ through _____ / Present. (Use exact dates).

I have direct & specific knowledge based on: Direct control Lessee Lessor Ownership and control of activities

Other (describe): _____

C. The parcel, named or referred to as _____ is located at:

Address: _____

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

County Assessor's parcel number, Section/ Township/ Range, or other legal description: _____

Total acreage of this parcel: _____

The following is a complete list of ALL materials (all fertilizers, pest control products, and any other materials (treated seed, adjuvants, etc.)), that have been applied to the parcel for the last three years (or since the DLPM). **Attach additional pages if necessary.**

Additional page(s) attached.

Full Product Name	Full Manufacturer Name	Application Date(s)
Fertilizers		
Pest Control Products		
Other (Treated Seed, Adjuvants, Etc.)		

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

Name (Print): _____ Title: _____

Company: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Note: CCOF may require additional verification from government agencies, direct communication, or other sources to verify land history statement(s). 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 section 205.100(c)(2)).

Reproducible versions of this recordkeeping tool can be found at www.ccof.org/documents

Search Record: Commercial Availability of Organic Seed & Planting Stock

Farm Name: _____

Crop Year: _____

	What site-specific characteristics or traits do you need from each crop? (ex. mildew resistance)	Why are your crop needs not met by an equivalent organic variety?	Which organic seed or stock suppliers have you contacted?	Dates Contacted	Method of Contact
1.	Crop: Traits:				
2.	Crop: Traits:				
3.	Crop: Traits:				

Suggested Neighbor Notification and Drift Prevention Letter

CCOF recommends that growers inform neighbors of the organic status of their parcels.

This is a sample text for growers to use or not use as you see fit. Revise this letter to suit your needs and your relationship with your neighbor/s. See the National Organic Program (NOP) regulations regarding border and buffer requirements.

Date:

Dear Neighbor:

I am (growing, producing, processing, etc.) (crops, livestock, food products, etc.) using organic methods. I will need your help and cooperation if I am to be successful. In order to sell my (crop, product, animals, etc.) I must follow the regulations laid out in the United States Department of Agriculture's (USDA) National Organic Program (NOP). I am a member of CCOF who is an NOP accredited certification agency. I undergo yearly inspections with CCOF in order to remain "Certified Organic" and sell my products as such.

I am practicing organic methods at the following locations: (INSERT LOCATIONS).

Since you are an adjoining property owner I want to inform you of my plans and ask for your help. I ask that you make a good-faith effort to minimize the movement of any fertilizers and pesticides prohibited for organic production under the USDA NOP regulations. If you plan to use synthetic fertilizers or pesticides on your adjoining land, please take precautions to prevent over spray, drift, or runoff onto my property or facility. If any chemical drift is found in excess of 5% of EPA tolerance on my crops as a result of spray drift, it could cause me the loss of organic status and my CCOF certification. Such contamination could cause me great financial hardship.

If you would like to know more about my organic certification please feel free to call me or CCOF. If I can be of any service to you as you plan your work I would be happy to help. Please feel free to contact me if you have any questions. Thank you very much for your help and consideration.

Sincerely,



CCOF

Organic Certification Education & Outreach Political Advocacy Promotion

Consultants and Ag Advisors

Need outside help? CCOF cannot actively consult with its clients regarding organic certification compliance. We do offer a list of organic consultants and agricultural advisors as a resource. This list includes names and contact information as well as a description of the services each consultant provides. Organic consultants work in a variety of areas and can help with preparation of your Organic System Plan and addressing complicated regulatory issues. Visit www.ccof.org for the most current list of consultants.

Organic Consultants

Name and Description	Contact Information
<p>Christie Organic Consultants Having worked both for major Organic Certification agencies as an inspector, reviewer and certification representative, and as an independent organic consultant with a prominent consulting firm, anything from the most humble farm to the most complex multi-ingredient processing and packing operations, Lois Christie has seen it all from both sides, making Christie Organic Consultants uniquely qualified to assist you with all things organic. Lois is well versed in the regulations and requirements for the USDA National Organic Program (NOP), as well as many international standards such as Canada, the EU, Japan and Switzerland. <i>Después de haber trabajado tanto para los principales organismos de certificación orgánica como un inspector, revisor y representante de certificación y como consultor independiente orgánico con una consultoría prominente, Lois Christie ha visto todo desde ambos lados desde la más humilde granja hasta el más complejo procesamiento de multi-ingredientes al igual que operaciones de embalaje, esto hace Christie Organic Consultants especialmente capacitada para ayudarle con todas las cosas orgánicas. Lois está altamente versada en los reglamentos y requisitos para el programa orgánico nacional (NOP) del USDA, así como muchas normas internacionales tales como Canadá, la UE, Japón y Suiza.</i></p> <p>Specialization: Growers, Livestock, Processor/Handler (including co-packers), Personal Care Products, retail, restaurants. Languages: English, Spanish</p>	<p>Lois Christie 1119 S. Mission Rd. #245 Fallbrook, CA 92028 (760) 723-3775 lois@christieorganic.com www.christieorganic.com</p> <p>Service Area: Worldwide, specializing in the U.S and Mexico</p>
<p>Daniel Giacomini Independent nutritional and dairy management consultant for 25 years focusing on both conventional and certified organic dairy operations. Developed a process to customize nutritional and management programs for dairy farmers and the dairy feed industry while working to create a greater interface between industry and the dairy farmer - particularly certified organic dairy farmers.</p> <p>Specialization: Livestock (dairy)</p>	<p>Daniel Giacomini P.O. Box 354 Middletown, CA 94561 (707) 987-9184 dg.giacomini@gmail.com</p>
<p>Dr. Joe Montecalvo Consulting- Specializes in all aspects of handler and food processing certification requirements for USDA-NOP, EU, and export to Japan and Canada compliance requirement. Has served as both an inspector and consultant to the organic food processing industry since 1993. Also specializes in organic food safety, HACCP assessments and optimization of plant sanitation operations and employee training in all areas of organic food safety.</p> <p>Specialization: Processor/Handler</p>	<p>Dr. Joe Montecalvo 510 Fresno Ave. Morro Bay, CA 93442 (805) 772-3574 montecalvo@charter.net</p> <p>Service Area: U.S./International</p>
<p>Ehlert Organics, Inc. Expert in organic fiber certification issues in addition to all aspects of organic food and processing.</p> <p>Specialization: Processor/Handler (fiber)</p>	<p>Fred Ehlert 12194 E. Amherst Cir. Aurora, CA 80014 (303) 695-5174 termitefred@comcast.net</p>



Name and Description	Contact Information
<p>Four Seasons Ag Consulting Farming organically ourselves since 1989, we help develop Farm Plans and OSPs. We also provide full service monitoring and recommendations for pest, disease and weed management and fertility needs.</p> <p>Specialization: Grower</p>	<p>Cindy Lashbrook, Bill Thompson 12230 Livingston Cressey Rd. Livingston, CA 95334 (209) 761-0081 foursea@clearwire.net</p> <p>Service Area: Central and Northern California</p>
<p>Full Circle Consulting, LLC 20 years of experience in the organic industry, with food safety emphasis [GFSI, GMP, HACCP]. Services include organic compliance assessment, organic system plan development, certification application, employee training, inspection support, supplier/co-packer audits.</p> <p>Specialization: Processing/Handling; Retailer; Broker/Trader; Co-Packer/Private Labeler</p>	<p>Full Circle Consulting, LLC PO Box 165 Viroqua, WI 54665 (608) 206-6499 pattibd@gmail.com</p> <p>Service Area: North America</p>
<p>Integrated Organic Services, Inc. Based in Mexico, we provide evaluation, development, training and verification to the following international organic standards to companies located in the USA, Mexico and Central and South America: NOP, COR, EU, JAS, IFOAM and CAAQ. We evaluate inputs for compliance to the NOP and translate the documentation required to obtain OMRI registration. We put our bilingual organic expertise at your disposal. Basado en México, proveemos evaluación, desarrollo, capacitación y verificación a las siguientes normas orgánicas internacionales a empresas ubicadas en los EEUU, México y Centro y Sur América: NOP, COR, EU, JAS, IFOAM y CAAQ. Evaluamos el cumplimiento de insumos al NOP y traducimos la documentación requerida para obtener el registro OMRI. Review & translation of documents required to obtain OMRI registration of inputs & materials. Internal on-site inspections. Development & review of Standard Operating Procedures & Logs (receiving, production, pest control, sanitation, etc.). Training programs. Review of ingredients & materials. Development & review of audit tracking systems. Revisión y traducción de documentos requeridos para obtener registro OMRI para insumos y materiales. Inspecciones internas de instalaciones. Desarrollo y revisión de Procedimientos Estandarizados Escritos y Bitácoras (recepción, producción, control de plagas, limpieza, etc.). Programas de capacitación. Revisión de ingredientes y materiales. Desarrollo y revisión de sistemas de rastreo.</p> <p>Specialization: Grower (including greenhouse), Processor/Handler, Retail Languages: English, Spanish</p>	<p>Cara Smiley Oaxaca, Oaxaca, Mexico (831) 359-4096 045-951-228-3386 csmiley@integratedorganic.com www.integratedorganic.com</p> <p>Service Area: Mexico, Central America, South America, U.S.</p>
<p>Keep It Simple: Organic Solutions Because all operations are unique, I am dedicated to designing compliance systems that are tailored to meet the needs of your operation while being practical, manageable and above all simple. Because if it doesn't work for you, it doesn't work. As a full time organic inspector since 2006, I have completed over 1,200 inspections, encompassing grower, handler/processor, livestock and dairy operations. From trace-back audits to dry matter calculations, I have the necessary experience to reduce your paperwork burden while providing solid systems of documentation that will keep your certification efforts as efficient and hassle-free as possible.</p> <p>Specialization: Livestock/Dairy</p>	<p>Benjamin Lewis 201 2nd St. Davis, CA 95616 (530) 574-1407 SimpleOrganicSolutions@gmail.com www.KeepItSimpleOrganicSolutions.com</p>
<p>Mark Chass Comprehensive certification and inspection experience since 1982.</p> <p>Specialization: Grower, Livestock, Processor/Handler</p>	<p>Mark Chass P.O. Box 2161 Sebastopol, CA 95473 (707) 824-9544 markchass@comcast.net Service Area: San Francisco Bay Area, Northern California</p>

A current list of organic consultants and agricultural advisors can also be found at www.ccof.org



Name and Description	Contact Information
<p>Organic Consulting Firm (The) Let The Organic Consulting Firm (The OCF) do the work for you! The OCF is an international company providing full service evaluation, development, training, and verification to organic standards, including USDA, JAS, Canada, EU, and others. The founders are active in today's organic certification industry. The OCF will integrate organic compliance into existing procedures to create a complete customized Organic Systems Plan.</p> <p>Specialization: Grower, Processor/Handler, Livestock, Retail</p>	<p>Karen Troxell, Shannon Murphy 30520 Rancho California Rd. Suite #107-101 Temecula, CA 92591 (951) 676-4395 info@theocf.com www.TheOCF.com</p> <p>Service Area: Offices located in Southern California, traveling globally.</p>
<p>Organic Education Solutions (OES), LLC Organic Education Solutions offers premier trainings, products and consulting services to organic and food safety operators. Our goal is to increase your company's compliance to industry requirements. We offer critical knowledge of best practices to improve the performance of your team and system and prevent common and costly mistakes. Visit us at our website and try our new training kit, "Keep It Organic" for organic processing employees.</p> <p>Specialization: Qualified for national and international organic and food safety programs for growers, livestock and processors.</p>	<p>Krista Wanser PO Box 104 Dwight, NE 68635 813-422-5533 support@organiceducationsolutions.com www.organiceducationsolutions.com</p>
<p>Organic Help Organic certification consultant specializing in crops and processing. Services include assessment to USDA NOP and international standards compliancy. Offering complete Application and Organic System Plan development. Consulting with emphasis on support and education for the producer and staff.</p> <p>Specialization: Grower, Processor/Handler</p>	<p>Carol Cripe 32902 Lilac Road Valley Center, CA 92082 carol_cripe@yahoo.com</p> <p>Service Area: Southern California</p>
<p>Organic Integrity International Over 35 years of experience in organic handling, farming and consulting/training. Have worked in over 40 countries with governments, many of the largest organic companies in the world down to small start-ups. I am sure we can assist in bringing success to your certified organic endeavors.</p> <p>Specialization: Processor/Handler, Grower, Grower Groups, Retail Languages: Fluent in English and Spanish</p>	<p>Rick Martinez 1250 Chesapeake Dr. Odessa, FL 33556 813-765-0282 organicintegrity@msn.com</p> <p>Service Area: World Wide</p>
<p>Organic Systems International, Inc. Specialist in farm and handler organic, food safety and quality compliance consulting and training. Quick delivery of high quality plans, streamlined and customized to the company's needs. 20 years experience in organic audits. Currently enrolled at Utah State University for a Masters in Food Safety and Quality.</p> <p>Specialization: Grower, Livestock, Processor/Handler Languages: Fluent in French</p>	<p>Stanley Edwards 1665 N. 1770 E Logan, UT 84341 208-354-4467 stanley_edwards@comcast.net</p> <p>Service Area: World Wide</p>
<p>Purgatory Ventures Organic certification consultant holding a California PCA license. Growers welcome!</p> <p>Specialization: Grower</p>	<p>Christine Flannigan 50806 Bramble Lane Squaw Valley, CA 93675 (559) 338-3138 cflannigan1@gmail.com www.purgatoryventures.com</p> <p>Service Area: California counties of Fresno, Tulare, Madera, Kings</p>
<p>Richard D. Siegel Law Offices Agricultural lawyer in Washington, DC, for over 30 years, specializing in legal counsel and Federal government representation for organic food & fiber companies, ingredient companies, fertilizer and seed companies, associations and certifiers. Former Deputy Assistant Secretary, USDA.</p>	<p>Richard Siegel 600 New Hampshire Ave. NW #500 Washington, D.C. 20037 (202) 518-6364 (202) 234-3550 rsiegel@rdslaw.net</p>

A current list of organic consultants and agricultural advisors can also be found at www.ccof.org



Name and Description	Contact Information
<p>Specialization: Regulatory Assistance</p>	
<p>Rick Falkenberg, Ph.D. We simplify the certification process for you, no matter if you are experienced or a beginning organic producer, processor, trader, distributor, retailer or restaurateur. We can assist you in assuring that your organic facility, ingredient and product suppliers are fully compliant to standards such as the USA NOP 7 CFR Part 205, the European Union EEC 2092/91, the Japan JAS and IFOAM.</p> <p>Specialization: Processor/Handler, Retail</p>	<p>Rick Falkenberg, Ph.D. Turlock, CA 95382 (831) 596-3652 (888) 867-4137 falkenberg@sbcglobal.net</p> <p>Service Area: California and Pacific Northwest</p>
<p>Sheila Linderman Organic certification and products specialist, with expertise in processing, farming, and personal care/cosmetics</p> <p>Specialization: Grower, Processor/Handler, Retail, Personal Care Products Languages: English, French, German, Italian, Spanish</p>	<p>Sheila Linderman 24401 Highlander Road West Hills, CA 9107 (818) 992-5094 sheila.linderman@sbcglobal.net www.sheilalinderman.com</p> <p>Service Area: US and Canada, EU (particularly France, Germany, Italy, Spain, UK), Morocco</p>
<p>Simple Organic Solutions Experts in processing and handling. SOS knows the regulations, understands the processing industry and can accommodate to your unique needs.</p> <p>Specialization: Processor/Handler, Personal Care Products</p>	<p>Bob Durst 1873 Bullevard Philomath, OR 97370 (541) 740-6490 BobD@SimpleOrganicSolutions.com http://www.simpleorganicsolutions.com/</p>
<p>Solstice Solutions Solstice Solutions specializes in regulatory and certification assistance for the mushroom farming, processing and retail industries. Whether you are just starting your operation, or need assistance transitioning to a Certified Organic status, we have a solution for you! We are experts in mushroom farming, organic certification, and MGAP systems.</p> <p>Specialization: Grower, Processor/Handler, Retail/Restaurant, Broker, Private Label, Split-Operations</p>	<p>Krysta Froberg PO Box 5477 Incline Village, NV 89450 (509) 994-7611 krysta@solsticesolutionslt.com</p> <p>Service Area: Worldwide</p>
<p>Soporte Tecnocomercial de México SC/Agrosupport of Mexico Experience in all aspects of handler and crop certification requirements for USDA-NOP, Organic Food Safety, HACCP assessments and optimization of plant sanitation operations, as well as employee training in all areas of organic food safety.</p> <p>Specialization: Technical and commercial support in the whole agricultural supply chain</p>	<p>Eduardo Medina Batalla de Churubusco 1870-1 Col. Chapultepec Culiacán, Sinaloa, Mexico 80040 (667) 713 9592 / (667) 713 9556 emedina@agsm.mx www.agsm.mx Service Area: Mexico, United States, & South America</p>
<p>Stephen V. Bird Let me help you to organize your organic documentation for an initial application or your next inspection. I have over 15 years' experience in organic growing, consulting, and inspections for growers, handlers, and processors. I can save you time and money; creating your organic system plan (OSP), training your staff to lead inspections, preparing for your next inspection (mock inspection), or solving issues of concern identified on your last inspection. I know what it takes to get through inspections efficiently. Assisting clients in California and the western states.</p> <p>Specialization: Grower, Processor/Handler</p>	<p>Stephen V. Bird 10 Raymond Court Logan, UT 84321 (916) 214-3954 stephenvbird@gmail.com www.organicandfoodsafetytraining.com/home.html</p> <p>Service Area: California and Western States</p>
<p>Sustainable Strategies Advisors in Food and Agriculture. Bob Anderson has over 35 years of hands-on experience in all aspects of organic agriculture, organic processing, organic certification, marketing, government relations and international trade. He also serves as an advisor to the USDA, NOP, Foreign Agriculture Service and U.S.</p>	<p>Bob Anderson 206 Harris Avenue Boalsburg, PA 16827 (814) 574-1063</p>

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Name and Description	Contact Information
<p>Department of State. Until 2000, he was president of Walnut Acres Organic Farms, one of the founding and most respected organic foods businesses in the United States.</p> <p>Specialization: Grower, Livestock, Processor/Handler, and International/Foreign Certifications and Trade Agreements</p>	<p>bobanderson1217@yahoo.com</p> <p>Service Area: Worldwide</p>
<p>Wolf, DiMatteo & Associates, Inc. Experts in Organic Regulations, Policy, Compliance, Strategy, Production, and Handling. NOSB Petitions; Certification assistance, Organic System Plans for NOP, EU, COR; Input Reviews and OMRI, WSDA, CDFA approvals. Helping people with strategic plans, sustainable development, and triple bottom line mission for over 30 years. Network of associates worldwide.</p> <p>Specialization: Grower, Livestock, Wild Harvest, Processor/Handler, Retail</p>	<p>Bill Wolf, President; Sandy Mays, Partner, Operations & Certification Support; Katherine DiMatteo, Managing Partner, Client Services; Sue Wagner, Associate, Input Reviews and Compliance 49 Race Street P.O. Box 458 Newcastle, VA 24127 (540) 864-5107 bwolf@organicspecialists.com www.organicspecialists.com</p> <p>Service Area: Worldwide</p>

Food Safety Consultants

Name and Description	Contact Information
<p>Cathy Carlson Cathy Carlson is a private consultant for on farm food safety programs of all sizes. She brings to farmers a diverse background of program management, regulatory experience and sustainable farming as a Farm Fellow with the Ecological Farming Association. She has spent the past few years working as a Quality Assurance and Food Safety Manager for the fresh cut produce industry in the Central Coast area. Prior to that she worked for state and federal agencies as a policy regulator and agriculture research aide. She has been the project manager on diverse projects ranging from residential construction to sustainable small-scale farming. Her mission is to diverse a simple, low cost food safety plan to assist and advise family farmers as the requirements of the food safety modernization act are unveiled.</p> <p>Specialization: Fresh Cut Produce (Leafy Greens) Languages: English</p>	<p>Cathy Carlson Carlson Food Safety Consulting carlsonfsconsulting@gmail.com www.linkedin.com/in/cathycarlson (831) 818-4109</p>
<p>Stephen V. Bird Let me help you to simplify navigating food safety rules under an organic management system. I can save you time and money; creating a food safety plan, preparing for your next audit (mock audits), meeting FSMA requirements, training your staff to lead audits, and/or solving issues of concern noted in previous audits. I know what it takes to get through audits efficiently. Lead Instructor: FSPCA Preventative Controls for Human Food, FSMA Produce Rule, & HACCP. (Please visit my website for information on current trainings).</p> <p>Specialization: Grower, Processor/Handler, Food Safety (GlobalGap, Ranch, Harvest Crew, Cold Storage, Processing w/ HACCP, & MGAP)</p>	<p>Stephen V. Bird 10 Raymond Court Logan, UT 84321 (916) 214-3954 stephenvbird@gmail.com www.organicandfoodsafetytraining.com/home.html</p> <p>Service Area: California and Western States</p>

Ag Advisors

These Agricultural Advisors are supporting Business Partners of CCOF who provide pest control and crop advisory services.

Name and Description	Contact Information
<p>Agricultural Consulting, Inc.</p>	<p>James Mose Selma, CA (559) 285-7757 mosebug@hotmail.com</p>

A current list of organic consultants and agricultural advisors can also be found at www.ccof.org



Name and Description	Contact Information
<p>American Insectaries, Inc We have been in business for 15 years offering field scouting, IPM program design, and beneficial insects for growers. Our concentration is in avocados and citrus, of which we currently scout about 2500 acres in San Diego and Riverside counties, of which about 450 acres is organic. Jim Davis has held PCA license # 2759 since 1984 and has also worked in vegetables, herbs, cut flowers, nursery, and turf.</p>	<p>James Davis Escondido, CA (760) 747-2920</p>
<p>ATTRA/NCAT The National Center for Appropriate Technology (NCAT) manages the ATTRA project — the National Sustainable Agriculture Information Service. ATTRA provides free information in English and Spanish about organic farming and marketing. These resources help guide certifiers and producers through transition, certification, and production for a wide range of crops and livestock.</p>	<p>Rex Dufour, Marisa Alcorta Davis, CA (530) 792-7338 rexd@ncat.org marisaa@ncat.org www.ncat.org</p>
<p>Crop Production Services, Inc. Crop Production Services, centrally located in Watsonville and serving the Monterey Bay area, has a wide selection of OMRI approved organic fertilizers and pesticides.</p>	<p>Glenn Feenstra Riverside, CA (951) 203-4995 glenn.feenstra@cpsagu.com www.cpsagu.com</p>
<p>Crop Production Services, Inc. Crop Production Services, centrally located in Watsonville and serving the Monterey Bay area, has a wide selection of OMRI approved organic fertilizers and pesticides.</p>	<p>Michael Hollarman Paso Robles, CA (805) 441-3124 mike.hollarman@cpsagu.com www.cpsagu.com</p>
<p>Crop Production Services, Inc. Crop Production Services, centrally located in Watsonville and serving the Monterey Bay area, has a wide selection of OMRI approved organic fertilizers and pesticides. Richard Soria has been a PCA in the organic horticulture field for over 35 years.</p>	<p>Richard Soria Watsonville, CA (831) 254-1936 richard.soria@cpsagu.com www.cpsagu.com</p>
<p>Hearts Pest Management Company, Inc. Hearts Pest Management became the first EcoWise Certified pest control company in Southern California when we submitted a request to the San Francisco Bay Area Government based program and completed their certification process. Our Greenthumb program has been in place since 2005 and services several hundred customers with approximately 2,500 services per year.</p>	<p>Gerald Weitz San Diego, CA (800) 986-1006 hearts_pest@yahoo.com www.heartspm.com</p>
<p>NH₃ Service Co. We are a locally owned fertilizer company in the Salinas Valley that is family owned and operated. We provide fertilizer products and customer focused service to growers in the Salinas Valley and always meet our growers' schedules.</p>	<p>Vicky Duke Salinas, CA (831) 214-6109 vicky.duke@nh3service.com www.nh3service.com</p>
<p>Veda Farming Solutions</p>	<p>Davide Verardi Salinas, CA</p>
<p>Sakuma Bros. Farms, Inc. Sakuma Brothers is a family business spanning four generation with over 85 years in the small fruit industry. Certified strawberry and caneberry plant nursery, small fruit production, processing, fresh market, and sales.</p>	<p>Charlie Anderson Burlington, WA (360) 661-3401 charliea@sakumabros.com www.sakumabros.com</p>
<p>Source to Source/Tulare Ag. Products Source to Source is a dealer-direct distributor of proprietary blend fertilizers throughout California and Nevada. This wholesale business allows distributors access to top-of-the-line products that have proven results, helping their customers grow quality fruit, nuts and vegetables.</p>	<p>Jana Macklin Tulare, CA (559) 686-5115 jana@tulareag.com www.SourcetoSourceDistribution.com</p>

A current list of organic consultants and agricultural advisors can also be found at www.ccof.org





Keep Your Labels Compliant

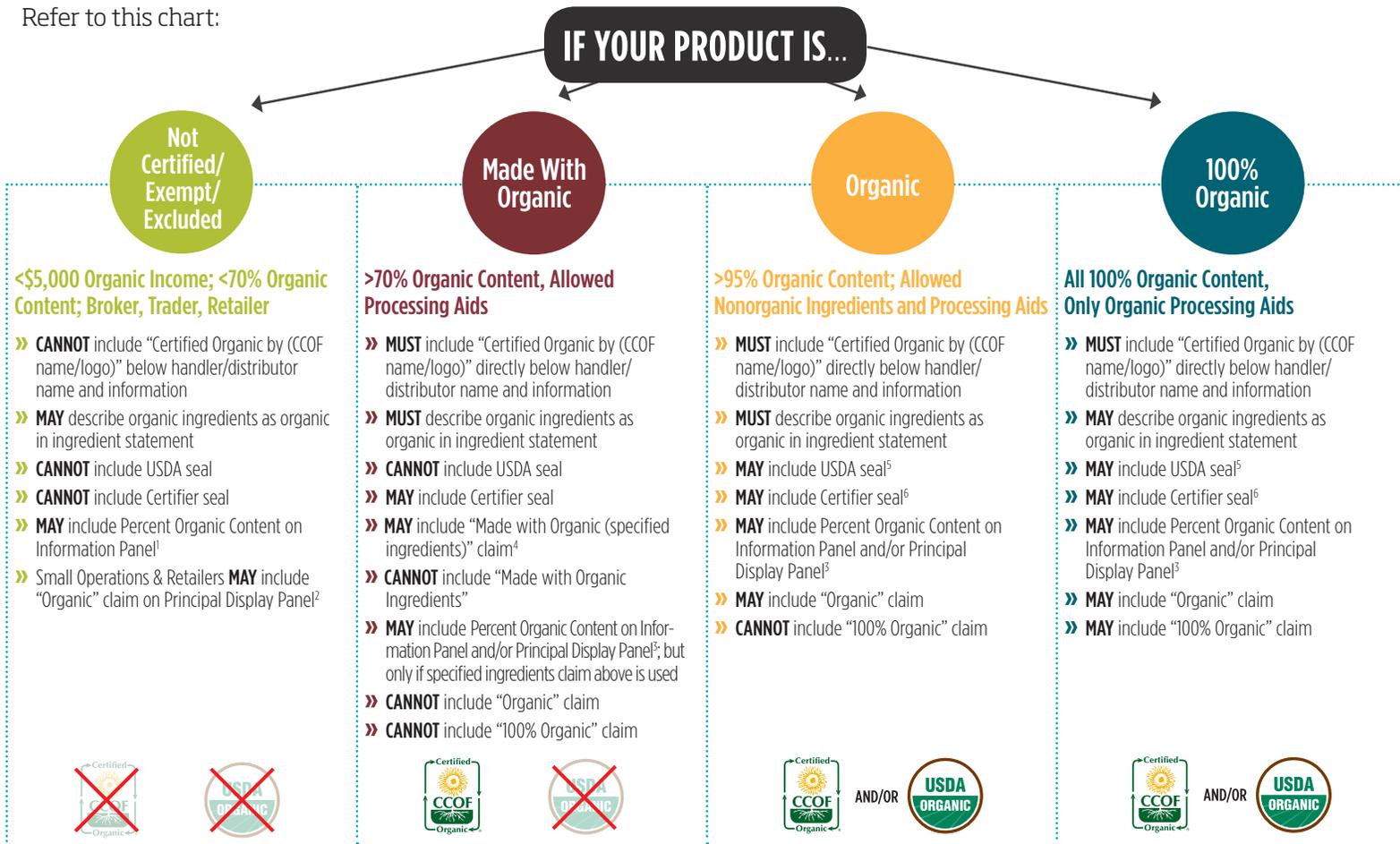
ORGANIC LABELING GUIDELINES

For All Labels

For complete organic labeling regulations, please refer to Sections §205.303, §205.304, §205.307 and §205.311 of the USDA Organic Standards. All labels must be approved by CCOF.

For Retail Labels

Refer to this chart:



For Wine Labels

Unique requirements apply. Visit www.ccof.org and search "Wine Labeling Guide."

For Nonretail Containers

Nonretail containers include produce boxes, bulk products, etc. The following applies to containers for products certified as either "Organic" or "100% Organic."

- » **MUST** display production lot number if the operation uses a lot numbering system.
- » **MAY** include "Certified Organic by CCOF," the USDA seal⁵, the Certifier seal⁶, and/or the appropriate organic claim. Use of these elements is encouraged to ensure identification of organic products.

¹Only applies to products with <70% organic content, if they also identify ingredients as organic. §205.101(a)2; §205.305(a)2

²Only applies to products produced by an operation that makes less than \$5,000 a year organic income, or is excluded, or is a retail establishment that does not process organic products (grocery departments); or a handling operation that processes ready-to-eat foods (retail deli). §205.101(a)1

³The size of the percentage statement must not exceed one-half the size of the largest type size on the panel on which the statement is displayed and must appear in its entirety in the same type size, style, and color without highlighting. §205.303(a)2; §205.304(a)2

⁴Cannot list more than three organically produced ingredients or food groups; such as: beans, fish, fruits, grains, herbs, meats, nuts, oils, poultry, seeds, spices, sweeteners, and vegetables or processed milk products; letters cannot exceed one-half the size

of the largest type on the panel and which appears in its entirety in the same type size, style and color without highlighting. §205.304(a)1

⁵The USDA seal must replicate the form and design as shown above and must be printed: on a white background with a brown outer circle and with the term, "USDA," in green overlaying a white upper semicircle and with the term, "organic," in white overlaying the green lower half circle; or on a white or transparent background with black outer circle and black "USDA" on a white or transparent upper half of the circle with a contrasting white or transparent "organic" on the black lower half circle. The green or black lower half circle may have four light lines running from left to right and disappearing at the point on the right horizon to resemble a cultivated field. §205.311(b)

⁶If displaying both the USDA seal and the Certifier seal, the USDA seal must be more prominent. §205.303(a)5



SERVICES FOR ORGANIC FARMS

Field-Level Food Safety Services for Your Organic Operation

CCOF brings our certification expertise, service, integrity, and innovation to field-level food safety. Organic farms want to comply with the requirements of the new federal Food Safety Modernization Act (FSMA) but are concerned about the cost, time, and paperwork burden of dealing with another certification program or organization.

To meet your needs, we are offering GLOBALG.A.P. field-level food safety certifications and assessments.

CCOF is Your Certification Choice

CCOF is the largest and one of the oldest organic certifiers in North America. More than 3,000 organic farmers, handlers, producers, and ranchers choose CCOF for our full-service organic certification program and excellent trade association benefits. With GLOBALG.A.P. certification, we provide a cost-effective program that allows organic farmers to succeed with field-level food safety.

Our food safety program offers:

- » Integrity to organic crop production systems
- » Proven leadership in organic certification and standards enforcement
- » Efficiency in paperwork and inspections
- » Whole-farm inspection for multiple parcels and packhouses with a unified audit

Food Safety Services

GLOBALG.A.P. has programs that satisfy different buyers. *Talk to your buyers to determine which program you need!*

- » IFA: Integrated Farm Assurance (great for export)
- » PSS: Produce Safety Standard
- » HPSS: Harmonized Produce Safety Standard (U.S. only)
- » local.g.a.p. North America (stepping-stone assessment)
- » Additional verifications required by specific buyers



CCOF: Food safety by and for organic.

FAQs

WHO/WHAT IS GLOBALG.A.P.?

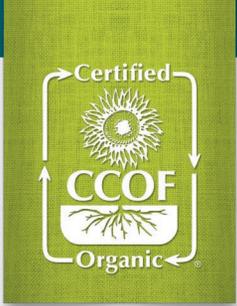
GLOBALG.A.P. is a stakeholder-driven nonprofit organization based in Germany that sets food safety standards for farmers. There are over 120,000 farms worldwide certified to GLOBALG.A.P. standards.

WHO/WHAT IS GFSI & WHY DOES IT MATTER?

The Global Food Safety Initiative (GFSI) is an international nonprofit umbrella organization that “benchmarks” (deems equivalent) food safety certification schemes. Many buyers and retailers require that suppliers are certified to a GFSI benchmarked scheme. CCOF offers two GLOBALG.A.P. GFSI benchmarked certification standards to meet the needs of organic operations and their buyers.



Learn more by visiting www.ccof.org/food-safety »



CCOF MATERIALS GUIDE

CCOF makes materials management easy with the Organic System Plan (OSP) Materials List, available in MyCCOF!

Your Materials List

Your OSP Materials List shows materials CCOF has approved for use by your operation and provides an easy way to manage this portion of your OSP. We recommend verifying materials compliance before use, but will not issue noncompliances for allowed materials used without prior approval.

» Growers

All crop input materials, such as fertilizers, compost, manure, soil amendments, inoculants, planting mixes, seed treatments, pesticides, adjuvants, etc.

» Livestock Producers

All livestock health care materials, feed supplements, and pest control materials.

» Handlers and Processors

All nonorganic materials that directly contact organic products, including processing aids, salt, atmospheric gases, packaging aids, sanitizers, and other additives.

How can I obtain my Materials List?

View and print your current Materials List at any time, found in MyCCOF. Plus, we will issue an updated list upon approval of any new material, or when you request it.

How do I modify my Materials List?

Follow the steps below to add a new material. To remove a material, use the "remove" feature in MyCCOF, or let us know what material you would like to remove. We do not recommend removing any material that you might use again in the future.

Is rush review service available for materials?

Yes! Two-day and five-day rush review services are available for an additional fee.

How to Add a Material to Your OSP Materials List

BEFORE YOU BEGIN: Identify the specific material you would like to use. You will need the complete product name, including all identifying information (i.e. 4-2-3, DF, WP, etc.) and the manufacturer's name.

Step 1 - You find it.

Log into MyCCOF and click the Materials Search button, for access to recognized materials lists including OMRI and WSDA. **Does the exact material appear on these lists?**

YES

Follow the site instructions to add a material to your OSP. Materials can also be added by contacting CCOF by email, phone, fax, or mail. Provide the *complete* product name and the manufacturer's name.

NO

Request addition of the material to your Materials List by email, phone, fax, or mail. Provide the *complete* product name, ingredients, and the manufacturer's name.

Step 2 - We review it.

If the material is approved for use by your operation, you will receive an updated Materials List. If the material is not approved, you will receive notification. **Was it approved by CCOF?**

YES

You are now ready to use the material at any time. Follow any applicable restrictions, as noted on your Materials List.

NO

You may not use the material in organic production. If we were unable to complete review of the material, you may obtain the missing information from the manufacturer and submit it for re-review.



REMEMBER: We strongly recommend seeking approval for all materials prior to use.

Use of a prohibited material can put the certification of your operation, land, and/or products at risk, even if it was used unintentionally.



Organic at the Farmers' Market

FARMERS' MARKET BEST PRACTICES GUIDELINES

The purpose of this guide is to help organic producers and farmers' market managers better understand how the word "organic" may be used at farmers' markets. CCOF has developed these Best Practices to help prevent confusion about the proper way to display organic produce, and to help organic consumers make educated decisions in their purchases at farmers' markets. These guidelines speak specifically to California Farmer's Market practices. Growers outside California should check with their state agriculture department for information on how farmers' markets' are regulated in their state.

Prevent Commingling of Organic and Non-Organic Products

The USDA organic regulations require organic farmers and processors to implement measures to ensure clear tracking of organic and non-organic products, and to protect organic product from contact with prohibited substances.*

Organic and non-organic products must be separated during transport. For example growers may have yellow bins for organic product and white bins for their non-organic product to clearly distinguish and separate products during transport.

Organic and non-organic products must also be physically separated on the table or display area. It is also required to have signage which clearly identifies organic and non-organic products (see 1a and 1b).

Product displays must be arranged so that organic products and non-organic products cannot touch (see 2a and 2b), unless they are separated by packaging. To prevent accidental mixing, organic and non-organic versions of the same product (such as tomatoes) should not be placed side by side.



*USDA National Organic Program Standards SS 205.272

Farmers' Market Best Practices Guidelines

Clear Differentiation of Organic and Non-Organic Products

Many farmers have both organic and non-organic products for sale. Many consumers see the word "organic" in a farm name (such as "ABC Organic Farm") or see an "organic" sign and believe that all of the products being sold at that booth are organic. This is not always true! There must be clear signage stating which products are organic and which are non-organic to prevent unintentional misrepresentation of products sold at the same booth.

If the farm has "organic" in their farm name or has other signage (such as the "CCOF Certified Organic" sign) indicating that the farm is organic, then all non-organic products must be clearly labeled as such.

This labeling could look like:

- » Signs on each product stating whether it is organic or not
- » A single sign stating which products are organic and which are not should be used as illustrated in this photo

It is not acceptable for a farm selling organic and non-organic products to have an "organic" sign or use the word "organic" in their farm name unless they have the type of signage described above.

Appropriate Organic Claims & Organic Certification

"Organic" is a federally regulated term. Only farmers that are certified, or small enough to be exempt, can legally use this term.

The use of language such as "better than organic," "have applied for organic certification," "almost organic," etc. is misleading and may not be used.



Compliant



Misleading

Farmers' Market Best Practices Guidelines

Proof of Organic Certification and Registration*

All operations should post their organic registration and certification in plain view. This is a requirement of farmers' markets that are part of the California Department of Food and Agriculture Certified Farmers' Market producer program.

Signage for Operations Exempt from Certification

Farms may be exempt from organic certification if they sell less than \$5,000 of organic product annually. Such "exempt" farms must still be registered with the California Department of Food and Agriculture as an organic producer, and have that organic registration document available in their market booth. Only those who fall under this exemption category may use the words "organic" without being certified. They must not use the words "certified organic" to refer to their products.

Prohibit the Use of "No spray" or "Pesticide Free" Signs

Signs describing production methods such as "No spray" or "Pesticide Free" can also be misleading to consumers and should not be allowed at farmers' markets.

"No spray" or "Pesticide Free" are not verified claims and do not mean that the crops were grown without poisonous chemicals through methods such as fumigation or application of chemical fertilizers. Only certified organic products are third party verified as being produced without such chemicals. Market managers have the right to prohibit "No spray" or "Pesticide Free" signage if it is stated in their market rules.** If this is not stated in market rules and producers continue to use such language, the state-based standardization programs may take samples for verification.



*Ca Code of Regs Conditions of Direct Marketing 1392.4

**Food and Ag Code 47004 A gives the authority to the Market to have more restrictive rules in the market's rules and regulations.