



Operation Name: _____ Date: _____

- ▶ Complete this form if you make certified organic claims for items sold at a retail establishment.
 - You may only use labels, ingredients, processing aids, suppliers, co-packers, 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 www.MyCCOF.org. Pre-approval is required for new products. Approved products will also appear in USDA's [Organic Integrity Database \(Integrity\)](#).
- ▶ Where practices differ across departments or locations, provide descriptions that reflect every possible practice.

A. Certified Organic Retail Areas

- 1) Indicate all retail departments and prepared foods areas that are seeking organic certification.
- Produce Bulk Meat and Poultry Grocery Bakery (finish baked only) Coffee Bar Salad Bar
- Specialty & Gourmet Foods (e.g. cheese, olive bar) In-store Prepared Foods Juice/Smoothie Bar
- Full-Service Bakery (in-store baked products) Full-Service Restaurant Food Truck Concession stand
- Other: _____

B. Organic Claims, Labels, Menus, and Signs

- 1) Which statement best describes your organic claim to customers? If claims differ across retail areas, attach a description of organic claims by specific area. Description attached.
- All items and/or processed products in the Retail Areas indicated above in section A1 are organic.**
- Select items and/or processed products in the Retail Areas indicated above in section A1 are organic.** Labels, menus, and signs must clearly distinguish between organic and nonorganic items.
- 2) Attach all labels, menus, and signs with any reference to organic.
- If you use a template for labels, menu boards or other signage, submit an example of each unique template with a description of what information changes.
 - If you offer both organic and nonorganic items in your retail establishment, submit an example of organic display signs vs. nonorganic display signs, as well as organic menu items vs. nonorganic menu items.
- Organic labeling guidelines including international labeling are available at www.ccof.org/labeling. Submit all revisions to CCOF for pre-approval prior to printing or using new labels. Pay particular attention to [Organic Claims on Websites and Other Marketing guidelines](#).*
- Attached
- 3) Attach an image (or images) to describe how the "Certified Organic by CCOF" statement is displayed within your retail space beyond product labeling (e.g. on menu board, store signage).
- Attached
- 4) How do you promote your organic products and your organic status as a certified organic retail establishment?
- Shelf Talkers Table Tents Website Social Media Virtual ads Food Truck Mailers
- Other (describe): _____

C. Products and Formulas

- 1) Do you offer organic and nonorganic versions of the same item (twin-lined) anywhere within your retail establishment?
- No, no twin-lined items. **Skip to question C2.**
- Yes
- a) If yes, are any twin-lined items processed in store (ex. cut fruit, guacamole, pasta salad, rotisserie chicken)?
- No, twin-lined items are not processed in store. **Skip to question C2.**
- Yes, twin-lined items are processed in store.
- i. If yes, list twin-lined items or attach a list.
- List attached
- Twin-lined items processed in store:
- _____



- 2) Do you process organic products in store?
- *Examples of activities that ARE NOT considered processing: removing produce from shipping boxes, washing and transferring produce to display cases, opening bags of dry goods and transferring contents to bulk food dispensers.*
 - *Examples of activities that ARE considered processing: cooking, baking, curing, heating, drying, mixing, grinding, churning, separating, extracting, cutting, fermenting, preserving, dehydrating, freezing, chilling, relabeling, repackaging, or otherwise enclosing food in a container.*
- Not applicable, no processing. **Skip to section D.**
- Yes, I process. Complete question below.

- 3) Complete table or attach a separate spreadsheet to describe the types of processed organic products (ex: value-added produce, coffee drinks, rotisserie, breakfast items).
- Spreadsheet attached

Product Category
<i>Ex: Smoothies, Pre-packed bulk items</i>

- 4) Attach examples of processed organic product item display/packaging.
- Attached
- 5) If you make multi-ingredient organic products in store, do any contain nonorganic ingredients other than salt or water? Product recipes and changes to recipes must be pre-approved by CCOF as eligibility for organic claims could be impacted.
- Yes. Additional information will be required including recipes (formulas) and commercial availability.
- No, all ingredients are organic.
- N/A, no multi-ingredient products

D. Shortages and Substitutions

- 1) Describe how you monitor and manage nonorganic ingredient substitutions when there is not enough organic product available to cover organic needs. Your description must indicate how staff and customers are notified when a nonorganic ingredient substitution is used, and must specify what situations warrant nonorganic ingredient substitutions.
- Nonorganic ingredients may be substituted for organic only if organic claims are removed.*
- Shortage and substitution policy, and relevant internal documents attached.
- N/A. Nonorganic ingredients never substituted for organic. **Skip to section E.**
- 2) Attach image(s) demonstrating how your shortage and substitution policy is made clear to your customers at physical and virtual points of purchase. Attached
- 3) Attach image(s) demonstrating how you notify customers when a nonorganic ingredient substitution is used. Attached
- 4) Describe how nonorganic ingredient substitutions are documented.
- Maintain substitution logs including ingredient, reason for substitution, date of purchase, quantity, and verification that staff and customers were notified.
- Other (describe): _____

E. Storage Facilities

- 1) If any off-site facilities are used to store organic ingredients or products, complete this table, or attach a list with this information.
- Not applicable, no off-site storage List Attached

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

*Attach the Organic Certificate (OC) for each certified storage facility listed above. *You must request updated certificates annually.*

**For any uncertified facilities listed above, attach a CCOF [Exempt Handler Affidavit \(EHA\)](#). EHA must be completed by the uncertified storage facility manager. *Product must be enclosed in sealed, tamper-evident packages or containers when received by the storage facility and must remain in those packages or containers throughout storage. In addition, the facility may not handle the product in any way other than storage. CCOF will review the EHA and notify you if certification of the storage facility is required.*