



# ORGANIC CERTIFICATION

Service, Support & Integrity



**Farmers • Processors • Livestock  
Services • Private Labelers • Ingredients • Retailers**

CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible.

**We're your partner in the organic movement. We make organic certification seamless by providing:**

- Online certification management
- Personal service throughout the United States
- International export services
- Food safety services
- Certification support tools
- An "Organic is Non-GMO & More" seal



CCOF is accredited by the U.S. Department of Agriculture to certify to the National Organic Program standards.

**To learn more, visit [www.ccof.org](http://www.ccof.org) »**



# CCOF

Advancing organic agriculture through certification, education, advocacy, and promotion.

## Expedited Certification Program

- ▶ CCOF is dedicated to providing cost-effective and timely service. Due to the complexity of the application review, inspection, and review process, we recommend that certification applications are submitted 12 weeks prior to harvest, projected sales, or other deadlines.
- ▶ If you have a short certification time frame, we provide optional expedited services to meet your needs. Complete this form and return it with your certification application, by email to [inbox@ccof.org](mailto:inbox@ccof.org), or by fax to (831) 423-4528.

### Who is this program for?

- Operations that are capable of compliance and wish to finish the certification process as soon as possible (such as impending harvests, market releases, or product launch deadlines). Note that CCOF is currently not accepting expedited requests for the Regenerative Organic Certified® program or reinstatement requests.

### How much does expedited service cost?

- New certification applicants and annual inspections (with or without new parcel(s), single facility); includes application fee: \$2,525
- Addition of a new facility or equipment to your existing CCOF certification; includes facility/equipment fee: \$2,000
- New acreage at a CCOF-certified farming operation: \$1,300
- Standard additional acreage, inspection and annual certification costs still apply, as applicable. See the [CCOF Certification Services Program Manual](#) for details. Expedited services may incur higher than average inspection expenses. There are no refunds issued for expedited services.

### What will CCOF provide?

- Your application receives top priority processing. Correspondence will be sent as efficiently as possible.
- CCOF will begin securing an inspector immediately. Once your application is reviewed and accepted, your inspection will occur as soon as possible based on your schedule and inspector availability.
- The inspection report will be submitted to CCOF within two business days of the inspection.
- CCOF will review the inspection report and identify outstanding issues or grant certification within three business days.

### What is expected of me?

- A complete application describing your practices.
- Timely responses to requests for information during the application and inspection review processes.

### Can certification be guaranteed by a certain date?

- No, certification is dependent upon compliance onsite, the completeness of your application, and the inspector's findings.

### What if I don't enroll?

- CCOF will process your application as quickly as possible and provide you with high-quality service. Every effort will be made to ensure the process is completed efficiently.

1) **Operation Name:** \_\_\_\_\_ **Client Code:** \_\_\_\_\_  
(current clients only)

2) **Service Requested:**  New Certification  Annual Inspection  Add Facility/equipment  Add Acreage

3) **Payment:** Amount: \$ \_\_\_\_\_  I have a discount code: \_\_\_\_\_

Check included (payable to CCOF)  Bill me (current clients only)  Charge my credit card:  Visa  MC  Amex

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date (mm/yy): \_\_\_\_\_ / \_\_\_\_\_ Security Number: \_\_\_\_\_

4) **Signature:** \_\_\_\_\_

# CCOF Certification Financial Assistance Application

Fill out this form to apply for financial assistance for CCOF certification fees.

## FEE WAIVERS ARE AVAILABLE FOR:

- Underserved Producers in the United States
- Limited Resource Operations in Mexico
- Hardship – Declared Emergency
- Previously Incarcerated Individuals
- 100% Female or Nonbinary Owned Operations
- Schools/Nonprofits
- Veterans

## CLIENT INFORMATION:

OPERATION NAME: \_\_\_\_\_

CLIENT CODE: \_\_\_\_\_

New Applicant:

Yes

No

OWNER NAME: \_\_\_\_\_

First

Last

Mailing Address

Street Address

Unit #

Town/City

State

Zip Code

Street Address

Street Address

Unit #

Town/City

State

Zip Code

Personal Email

What most closely describes your gender? \_\_\_\_\_

What is your racial or ethnic heritage? \_\_\_\_\_

Is your operation a nonprofit or school that offers education on organic production practices?

Yes  No

If yes, do you sell organic products for a profit?

Yes  No

## QUESTIONS:

If the operation is not 100% wholly owned, provide the following information about all other owners:

Owner Name(s)	Racial/Ethnic Heritage	Gender Description	% Owned

1. What was your gross annual income from organic production last year (in U.S. dollars)?

2. Describe your hardship with as much detail as possible:

*Please include: What was the hardship? Who/what did this hardship affect? When did it occur?*

3. Is this need related to a State or Federally Declared Emergency?

YES

NO

*If yes, what declared emergency were you impacted by (e.g., wildfire, flood)? Please list below*

4. Are you a veteran of the armed forces?

YES

NO

5. Have you ever been convicted of a felony and served time in prison?

YES

NO

## FINANCIAL DOCUMENTATION

Submission of financial documentation is not required but helps us understand your financial need. Documentation could include any of the following:

- Your federal income tax returns, W-2s, and other records of money earned
- Bank statements and records of investments (if any exist)
- Records of untaxed income (if any exists)
- Any information regarding ownership of small businesses and/or other assets

## ACKNOWLEDGMENT AND RELEASE

I hereby certify that all information submitted on this application is true and correct to the best of my knowledge. I understand that all information contained here is subject to verification and that false information will lead to disqualification. I understand that CCOF Certification Services, LLC will keep all financial and demographic information confidential.

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Please email this completed form to [inbox@ccof.org](mailto:inbox@ccof.org) or mail to CCOF, 2155 Delaware Avenue, Suite 150, Santa Cruz, CA 95060



California Certified Organic Farmers®  
©2020 CCOF Certification Services, LLC; CCOF, Inc.; CCOF Foundation  
T: (831) 423-2263 | F: (831) 423-4528 | [ccof@ccof.org](mailto:ccof@ccof.org)





# CCOF CERTIFICATION CONTRACT

- ▶ CCOF recommends beginning the application process with sufficient time before certification is required to allow for the necessary inspection and review process. While in some cases certification can be provided in a very short time frame, providing up to twelve weeks is recommended. [Expedited services](#) are available.
- ▶ Please keep a copy of all documents submitted to CCOF for your records.
- ▶ See [www.ccof.org/certification/how](http://www.ccof.org/certification/how) or contact us with questions. Find all forms at [www.ccof.org/documents](http://www.ccof.org/documents).

▶ **Complete and send the following to apply for certification:**

- CCOF Certification Contract (this 5-page form)
- Organic System Plan (OSP) forms and attachments
  - Carefully review the Organic System Plan (OSP) Guides applicable to your operation, and complete all forms indicated:
    - [Guide to Grower OSP Forms](#)
    - [Guide to Livestock Producer OSP Forms](#)
    - [Guide to Handler OSP Forms](#)
- \$350 Application fee
  - Non-refundable and due with application
    - My credit card information is on page 5     I have included another form of payment
    - I have a discount code: \_\_\_\_\_

Email to: [inbox@ccof.org](mailto:inbox@ccof.org) Or Mail to: CCOF, 2155 Delaware Ave., Suite 150, Santa Cruz, CA 95060

▶ How did you hear about CCOF? \_\_\_\_\_

## A. Company Information

1) Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

2) Business Information:

Federal Tax ID#: \_\_\_\_\_

Sole Proprietorship. Owner's Name: \_\_\_\_\_

Partnership. Owner's Names: \_\_\_\_\_

Corporation –OR–  LLC. State of incorporation: \_\_\_\_\_

Name of owners, or officers and their titles: \_\_\_\_\_

3) Physical Location of Your Operation.

*Where organic production occurs, or records are kept (for broker/trader/private label owners). Your physical location will be inspected and will be listed on your organic certificate:*

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

4) Mailing Address *if different:*

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

5) Billing Address *if different:*

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

6) Preferred language for communication:  English     Spanish (most CCOF forms & materials available in Spanish)

7) Preferred written communication method:  Email     Postal Mail





# CCOF CERTIFICATION CONTRACT

## B. Organic Operation Summary

- 1) Help us understand your organic operation. Describe or attach a summary description of your organic business or plans.  
*Your full details will be on the complete Organic System Plan you submit.*  
 Description attached

- 2) How frequently do you review your entire Organic System Plan to verify it is effectively implemented, and ensure it accurately reflects all your practices and procedures?  
*Per 7 CFR §205.201(a)(3), applicants shall provide CCOF with an adequate response to this question.*  
 Annually  Quarterly  Monthly  
 Other (describe): \_\_\_\_\_

## C. Contact Information

### 1) Primary Contact

Please designate one person in your operation to be CCOF's Primary Contact. This person will be listed in the CCOF online directory and in the National Organic Program Organic Integrity Database (OID). This person should be knowledgeable of your operation, your Organic System Plan, your operation's activities, applicable organic standards, and have the authority to act on behalf of the company. **All communication will be sent to this contact.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email(s): \_\_\_\_\_

### 2) Additional Contacts

Please list all people at your operation authorized to conduct inspections, meet with inspectors, modify the OSP, or otherwise act on behalf of the company. Check the CC box for contacts that should receive all communication along with the Primary contact listed above. Attach an additional list if necessary.

Name/Title	Phone number	Email	CC: <input type="checkbox"/>
_____	_____	_____	CC: <input type="checkbox"/>
_____	_____	_____	CC: <input type="checkbox"/>
_____	_____	_____	CC: <input type="checkbox"/>

## D. Certification Program Information

- 1) Which organic standards are you applying to be certified to? Check all that apply:  
*For more information about CCOF certification programs, or to determine which program(s) you need, visit [www.ccof.org/standards](http://www.ccof.org/standards) to review the CCOF Certification Services Program Manual or contact us by phone or email.*

- USDA National Organic Program (NOP) Compliance**  
 Base program for operations in the US or Mexico. Farm operations converting to organic production with intention to be certified under the NOP will be reviewed for transitional certification.  
 Complete the Organic System Plan.
- Canadian Organic Regime Compliance**  
 Base program for operations in Canada only. Complete the COR Organic System Plan.
- CCOF Global Market Access Program:**  
 Export verification for:  
 US to Canada, the EU/UK, Japan, Korea, Switzerland, and Taiwan; Mexico to Canada; Canada to the US, the EU/UK, Japan, Switzerland, and Taiwan. Complete the [GMA application](#).
- CCOF Mexico Compliance Program**  
 Required for operations in Mexico; export verification for shipments to Mexico. Complete the Mexico Compliance Program application.

- 2) Does this operation produce or handle:  
 Both organic and nonorganic product(s)  Organic product(s) only  Organic and transitional product(s)



# CCOF CERTIFICATION CONTRACT

- 3) Please indicate any markets you export or plan to export to, directly or indirectly (as an ingredient or through brokers/traders etc.).  
 Canada  Europe/UK  Japan  Korea  Taiwan  Switzerland  Mexico  
 Other: \_\_\_\_\_
- 4) By what date do you anticipate the need for certification? \_\_\_\_\_  
*The certification process could take 12 weeks or longer. If you need a shorter timeline you can enroll in the [Expedited Certification Service](#).*
- 5) Is this operation currently certified organic?  
 No  Yes, attach certificate and completed [Certification Transfer Form](#).
- 6) Has this operation or any responsibly connected person with this operation ever applied for, or been granted, organic certification? *NOP 205.2 "Responsibly connected" - Any person who is a partner, officer, director, holder, manager, or owner of 10 percent or more of the voting stock of an applicant or a recipient of certification or accreditation.*  
 No. Skip to section E.  Yes. Complete this section and provide name of certifier: \_\_\_\_\_
- a) Was the operation's or any responsibly connected person with this operation's certification or the certification of fields or products ever suspended or revoked?  Yes  No  
b) Did you surrender your certification with outstanding non-compliances or conditions?  Yes  No  
c) Was your application for organic certification ever issued a denial?  Yes  No  
d) Did you withdraw your application for certification with outstanding non-compliances?  Yes  No
- 7) If you answered yes to a, b, c, or d above, please list the years and agencies, attach a copy of all relevant letter(s) and a description of all corrective actions:  
Year(s): \_\_\_\_\_  Letters Attached  
Corrective actions taken: \_\_\_\_\_

**E. California Organic Registration**  Not applicable, not based in California  Not applicable, retail or restaurant  
Operations engaged in production of organic products in California must register with the state prior to the first sale. Visit the CDFA Organic Program webpage or contact your local County Agricultural Commissioner for more information if you produce organic crops, livestock, or process meat, fowl, or dairy products. Contact the Department of Health Services if you process or handle any other organic products. [California Organic Products Act of 2003].

- 1) California Organic Program Registration number (grower and post harvest handling). *Example: 12-123456:*  
\_\_\_\_\_
- 2) Department of Health Services Organic Registration number (processing). *Example: 12345:*  
\_\_\_\_\_

## F. Annual Certification Fee

CCOF will estimate and invoice your certification fee based on the information provided below and collected at your initial and subsequent inspections. Please refer to the [CCOF Certification Services Program Manual](#) for fee information. **If you do not provide the information requested below, you cannot move forward in the certification process and your inspection will be delayed.** Certification fees must be paid prior to issuance of certification. Enter your credit card information on page 4 or attach another form of payment.

- 1) **All Operations:** Current or expected total value of certified organic production/sales/services (gross, next 12 months)  
\_\_\_\_\_
- a) **Farm and Livestock operations:** Current or expected cost of certified organic product purchased, such as seed, feed, transplants (next 12 months) and service fees charged by certified organic co-processors, custom grazing, etc. This will be subtracted from the amount in line 1 to determine your annual certification fee.  
\_\_\_\_\_
- b) **Handlers/processors/private labelers and other non-farm businesses:** Current or expected cost of certified organic ingredients/products purchased (next 12 months) and service fees charged by certified organic co-processors. This will be subtracted from the amount in line 1 to determine your annual certification fee.  
\_\_\_\_\_
- c) **Retail and Restaurant operations:** Current or expected number of stores (next 12 months).  
\_\_\_\_\_



# CCOF CERTIFICATION CONTRACT

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

## F. Certification Contract and Agreement

► The following must be signed by a legally authorized representative of an operation and by all applicants for certification by CCOF CS (CCOF).

By signing this document, the applicant acknowledges that it has received, has read, fully understands, and agrees to be bound by the terms of the CCOF CS Certification Manuals and further agrees to:

- 1) For operations and any responsibly connected person seeking NOP certification: Comply with all State and applicable organic production and handling regulations as described in rules issued by the United States Department of Agriculture Agricultural Marketing Service (including those regulations in 7 CFR Part 205 and the NOP Handbook as published on the USDA AMS NOP website).
- 2) For operations seeking COR certification: Comply with all Province and applicable organic production and handling regulations as described in rules issued by the Canada Food Inspection Agency
- 3) For operations seeking CCOF GMA or International Standard certification: Comply with the requirements set forth in the CCOF GMA or International Standard Certification Manual, respectively.
- 4) For all operations: Comply with and strictly adhere to all CCOF standards, procedures and policies set forth in the CCOF Manuals including but not limited to the following:
  - a) Establishing, implementing, and updating annually an Organic System Plan that will be submitted to CCOF.
  - b) Permitting on-site inspections at least once per calendar year with complete access to the production or handling aspects of the operation, including non-certified production areas, structures, or offices by CCOF. These inspections may be announced or unannounced at the discretion of CCOF or as required by an accreditation authority, government entity with jurisdiction, or other governing body.
  - c) Maintaining all records applicable to the organic operation for not less than five (5) years beyond their creation.
  - d) Allowing authorized representatives of CCOF, an accreditation authority, government entity with jurisdiction, or other governing body access to these records under normal business hours for review and copying to determine compliance with the applicable standards, regulations or governing law.
  - e) Understanding CCOF may use subcontractors for inspecting, testing and other technical services, as necessary.
  - f) Submitting to CCOF any applicable fees as described on the most current fee schedule.
  - g) Immediately notifying CCOF concerning any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation.
  - h) Immediately notifying CCOF of any change in your certified operation or portion of it that may affect its compliance with the applicable standards, regulations or governing law.
  - i) Using the CCOF name and seal(s) only in accordance with CCOF standards and ceasing all use of CCOF's name and seal upon notice by CCOF. Any use of CCOF's names or marks, without the express consent of CCOF, is strictly prohibited and constitutes an infringement of CCOF's rights. CCOF shall be entitled to its reasonable attorney's fees and costs incurred in bringing any civil action, arbitration, or mediation to enforce its rights to its names or marks.
  - j) Destroying or returning to CCOF all packaging and certificate(s) upon notice from CCOF.
  - k) Understanding that the use of the CCOF name and seal must be in accordance with the CCOF standards.
  - l) Authorizing CCOF to list certified parcel crops, products, services, and acreage on my certificate and in the CCOF Directory.
  - m) Immediately ceasing all claims of CCOF certification associated with this operation, and destroying or returning all certificates, labeling, and marketing material containing reference to CCOF in the event that this operation withdraws, or its certification is suspended or revoked.
  - n) Agreeing to be legally bound by the terms of the paragraphs entitled "Consent to Electronic Transmission", "Governing Law", "Consent to Jurisdiction", "Indemnification" and "Limit of Liability" as described in the CCOF Certification Program Manual.

I, the owner or legally authorized corporate representative, acknowledge the above General Requirements for CCOF certification and understand that any willful misrepresentation may be cause for denial of an application and sanctioning of certification. I authorize the person(s) listed above to act on behalf of my company in establishing or maintaining organic certification. I attest that all information in this application is true and accurate to the best of my knowledge:

Name/Title	Signature	Date
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# CCOF CERTIFICATION CONTRACT

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

## G. Credit Card Payment Information

Type of Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Amex			Amount: \$
Credit Card Billing Address:			
City:	State:	Zip code:	
Name on Card:		Phone Number:	
Credit Card Number:			
Expiration Date (mm/yy):     /     /		Security Number (The three-digit code on the back of your card. For Amex, this is the four digits on the front):	
Signature:			

## H. Public Profile Information (optional)

Use these options to describe your operation. This information will be used to populate your online directory profile and to help CCOF promote your unique operation.

### 1) Online Presence:

Facebook: \_\_\_\_\_  LinkedIn: \_\_\_\_\_

Instagram: \_\_\_\_\_  Pinterest: \_\_\_\_\_

Twitter: \_\_\_\_\_  Youtube: \_\_\_\_\_

### 2) Sales Methods:

Community Supported Agriculture (CSA): \_\_\_\_\_

Copacking Services (CS): \_\_\_\_\_

Export (EX): \_\_\_\_\_

Farmer's Market (FM): \_\_\_\_\_

Ingredients (Ing): \_\_\_\_\_

Internet (WWW): \_\_\_\_\_

Produce Stand (PS): \_\_\_\_\_

Retail (R): \_\_\_\_\_

Tasting Room/Winery: \_\_\_\_\_

U-Pick (UP): \_\_\_\_\_

Wholesale (WS): \_\_\_\_\_

### 3) Apprenticeship Options:

Apprenticeship Offered: \_\_\_\_\_

Terms:  Board  Internships  Wage  Other: \_\_\_\_\_

### 4) Company Statement (Promotional/sales/informational or public statement about your company):

\_\_\_\_\_

## I. Additional Service Opportunities (optional)

Check any additional services you may be interested in and a CCOF representative or partner organization will contact you.

GLOBALG.A.P  PrimusGFS  Regenerative Organic Certified (ROC)

OCal Cannabis Certification (CA operations only)  OPT Grass-Fed Program

Other: \_\_\_\_\_



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

**A. Operation Description**

- 1) Help us understand your organic operation. Describe or attach a description of your organic business or plans including processing and handling activities. Alternately, attach a schematic product flow chart that describes or shows how product is received, stored, handled, processed, packaged, and displayed.
  - Description attached

- 2) Type of retail store or restaurant:
  - Retail Store     Cooperative
  - Regional or national retail chain, number of stores/locations: \_\_\_\_\_
  - Independent Restaurant     Hotel restaurant     Hotel in room dining     Catering services
  - School or Business Cafeteria     Regional or national restaurant chain, number of locations: \_\_\_\_\_

*Fees for restaurant certification are determined by number of locations per the [CCOF Certification Services Program Manual](#)*

- Other: \_\_\_\_\_
- 3) For retail stores, estimate square footage of areas being certified. For retail chains estimate the average certified area at each location. *Fees for retail certification are determined by square footage or number of locations per CCOF Certification Program Manual*

- 4) What is the estimated percentage of organic products sold in your store(s) or restaurant(s)?

- ▶ **Complete all OSP section(s) listed for each activity that matches your current organic activities or plans.** You do not need to complete sections that are not applicable to your operation.
- ▶ If your activities change in the future you may need to either complete additional OSP forms or retire OSP forms, as applicable to your updated activities. your updated activities.

**If you do this:**

**Fill out these forms:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1) Apply for organic certification.</li> </ul>  | <ul style="list-style-type: none"> <li>• <a href="#">CCOF Certification Contract</a></li> <li>• <a href="#">R1.0 Checklist for Retailers/Restaurants</a> (this form)</li> <li>• <a href="#">R2.3 Retail/Restaurant Facility</a></li> <li>• <a href="#">R4.0 Retail/Restaurant Organic Practices</a></li> <li>• <a href="#">R5.0 Record Keeping for Retail/Restaurant</a></li> <li>• <a href="#">Handler Materials Application (OSP Materials List)</a></li> </ul> |
| <ul style="list-style-type: none"> <li>2) I am requesting certification for a retail department or multiple retail departments (Produce, Bulk, Meat, etc.).</li> </ul>             | <ul style="list-style-type: none"> <li>• <b>R2.0:</b> Retail Departments</li> </ul>   |
| <ul style="list-style-type: none"> <li>3) I am requesting certification for a restaurant or retail prepared foods department (Deli, Salad Bar, etc.).</li> </ul>                   | <ul style="list-style-type: none"> <li>• <b>R3.0:</b> Restaurant / Prepared Foods</li> </ul>  |
| <ul style="list-style-type: none"> <li>4) I am requesting certification of specific recipes or dishes.</li> </ul>  | <ul style="list-style-type: none"> <li>• <a href="#">Product Application</a></li> <li>• <a href="#">H2.0 Organic Products</a></li> <li>• <a href="#">H2.0A Ingredient Suppliers</a></li> <li>• <a href="#">H2.0B Product Formulation</a> (for each product)</li> </ul>  |
| <ul style="list-style-type: none"> <li>5) I use nonorganic ingredients (other than salt) or processing aids in recipes or dishes that I would like to label as organic.</li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">Product Application</a></li> <li>• <a href="#">H2.0 Organic Products</a></li> <li>• <a href="#">H2.0A Ingredient Suppliers</a></li> <li>• <a href="#">H2.0B Product Formulation</a> (for each product)</li> <li>• <a href="#">Nonorganic Processing Material Affidavit</a> (if applicable)</li> <li>• <a href="#">Natural Flavor Affidavit</a> (if applicable)</li> </ul>                                    |



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

- ▶ Complete this form for your retail departments.
- ▶ Where practices differ across locations, provide descriptions that reflect every possible practice.

Facility covered by this plan (if different from operation name): \_\_\_\_\_

**A. Organic Departments**

- 1) Indicate all retail departments seeking organic certification. Use R3.0 form to describe prepared foods, deli, and salad bar.
- Produce  Bulk  Meat and Poultry  Grocery  Specialty & Gourmet Foods (e.g. cheese, olive bar, alcohol, coffee)
- Bakery (finish baked only)  Other (describe): \_\_\_\_\_

- 2) Describe or attach a description of each department's organic products, activities, and display systems including cut and wrap, labeling, repackaging, prepacking, relabeling, minor processing, juicing, grinding, wet rack, and cold case.

- Produce: \_\_\_\_\_
- Bulk: \_\_\_\_\_
- Meat and Poultry: \_\_\_\_\_
- Grocery: \_\_\_\_\_
- Specialty & Gourmet Foods (ex: cheese, olive bar, alcohol, coffee): \_\_\_\_\_
- Bakery (finish baked only): \_\_\_\_\_
- Other: \_\_\_\_\_

- 3) Is salt used in any organic product made on-site?
- No  Yes, list all salts on OSP Materials List

**B. Menus, Signage, and Labeling**

Organic labeling guidelines are available on our website [www.ccof.org](http://www.ccof.org)

- 1) How are organic products and ingredients identified and promoted?
- Menu  Signs  Scale labels  Shelf Talkers  Table Tents  Other (describe): \_\_\_\_\_
- 
- 2) Attach sample labels and signage used for both **organic and nonorganic** products in each department. Attach a label for each type of claim if multiple claims are made (100% Organic, Made with Organic..., Organic). *Labels and signage must clearly differentiate between organic and nonorganic products. When templates are revised, submit sample to CCOF for review and approval prior to printing.*
- Attached
- 3) How do you develop labels and signage? Who is responsible for developing labels? How often do labels change? If systems differ among departments, describe each different system and specify departments.
- 
- 4) How do you verify the accuracy of organic claims and ingredient statements on labels and signage generated in-house, including shelf tags, scale labels, store displays, etc?
- N/A, no in-house labels
- Other in-house quality control systems ensure labels are accurate, i.e. gluten, allergen. *Describe who is responsible and frequency below.*
- Regularly review labels and signage in use on store floor. *Describe who is responsible and frequency below.*
- Regularly review templates for accuracy. *Describe who is responsible and frequency below.*
-





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

▶ Complete this form to describe your retail/ restaurant facility locations and training program.

**A. General Information**

1) Complete the table below or attach a complete list of locations that you would like to have certified. Include site address, phone number, email, and a main contact for each location.  Attached

Store Name or Number	Phone	Address	Contact	Contact Email

**B. Organizational Structure**

If your operation only has one location, skip to section C.

1) How is your company organized/structured (central headquarters, franchises, regional offices, company owned stores, independently managed stores, etc.)?

2) Describe or attach description of your personnel and management structure (teams, management, etc.).

3) Indicate which functions or decisions are managed centrally, regionally, locally, or any combination of those three:

- Organic system plan  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Organic ingredient/ product sourcing  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Sanitation procedures & materials  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Pest control contractors & materials  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Signage, labeling, displays, menu  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Processing procedures  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Staff training  Centrally  Regionally  Locally  Other: \_\_\_\_\_

4) When individual locations make independent decisions, how are those decisions are made and communicated (notification of regional mangement, internal audits where system are unique, etc.)?





### C. Employee Training

Your employee training program should include training in proper sanitation, pest control, record keeping, handling, and labeling of organic products to prevent potential contamination and commingling.

- 1) How and when do you train individual locations or employees on organic compliance procedures and policies?  

---
- 2) How do you monitor whether procedures and policies are successful?  

---
- 3) How do you ensure that employees in all departments seeking certification are provided **ongoing** access to organic practices, procedures, and updates?  

---



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

- ▶ Complete this form for your restaurant or retail prepared foods department (e.g. deli, salad bar, bakery)
- ▶ Where practices differ across locations, provide descriptions that reflect every possible practice.

Facility covered by this plan (if different from operation name): \_\_\_\_\_

**A. Organic Products and Ingredients**

1) Indicate all restaurant or prepared foods departments seeking organic certification.

- Full Service Restaurant    Salad Bar    Coffee Bar    Prepared Foods case    Deli    In-Store Bakery
- Juice/Smoothie Bar    Other (describe): \_\_\_\_\_

2) Describe or attach a description of each department's organic products and activities including display systems (e.g. cold case, hot bar, counter/table displays).

- Full Service Restaurant: \_\_\_\_\_
- Salad Bar: \_\_\_\_\_
- Coffee Bar: \_\_\_\_\_
- Prepared Foods case: \_\_\_\_\_
- Deli: \_\_\_\_\_
- In-Store Bakery: \_\_\_\_\_
- Juice/Smoothie Bar: \_\_\_\_\_
- Other: \_\_\_\_\_

3) What is your organic pledge or claim? If certifying multiple departments, specify the claims made by each department.

- All foods produced are organic. *Requires an all organic pantry (no nonorganic ingredients other than salt).*  
Departments: \_\_\_\_\_
- Limited recipes are organic. Menu, labels, or signs denote which **dishes** are organic. *May require CCOF review of recipes.*  
Departments: \_\_\_\_\_
- Limited recipes use organic ingredients. Menu, labels, or signs denote which **ingredients** in a specific dish are organic. *May require CCOF review of recipes.*  
Departments: \_\_\_\_\_
- Specified list of organic or non-organic ingredients is made available to the public. *Submit list to CCOF for review.*  
Departments: \_\_\_\_\_
- Other: \_\_\_\_\_

4) Do you use any nonorganic ingredients (other than salt) or processing aids in dishes or products represented as organic on your menu, label, or signs? If certifying multiple departments, specify departments using nonorganic ingredients or processing aids.

- No nonorganic ingredients or processing aids used in organic products other than salt. *Inspector will verify that no nonorganic ingredients were used. May require CCOF review of recipes (H2.0, H2.0A, H2.0B) if compliance is not observed at inspection.*  
Departments: \_\_\_\_\_
- Yes, nonorganic ingredients or processing aids are used. *If organic claims are made on the final dish, CCOF must review the specific recipe for any product that uses any nonorganic ingredients. Submit H2.0, H2.0A, H2.0B.*  
Departments: \_\_\_\_\_



5) How frequently do menus, recipes, or dishes change to include new products or remove products? How frequently are new ingredient suppliers added? If certifying multiple departments, specify departments.

---

6) Is salt used in any organic product made on-site?  
 No  Yes. List all salts on your Handler Materials Application (OSP Materials List)

**B. Substitutions**

1) How do you prevent substitution of nonorganic ingredients for organic when an organic ingredient or item is unavailable (e.g. not producing a salad if an organic ingredient is out of stock)? How are staff and customers notified? *Nonorganic ingredients may only be substituted for organic if organic claims are removed.*

---

2) How are substitutions of organic ingredients documented?  
 Maintain logs including date of purchase, certified source, quantity, and verification that staff and customers were notified.  
 Maintain receipts for substitution ingredient or item that state "organic".  
 Other (describe): \_\_\_\_\_

---

**C. Menus, Signage, and Labeling**

*Organic labeling guidelines are available at [www.ccof.org](http://www.ccof.org)*

1) How are organic products and ingredients identified and promoted?  
 Menu  Signs  Scale labels  Shelf Talkers  Table Tents  
 Other (describe): \_\_\_\_\_

---

2) Attach sample labels and signage used for both **organic and nonorganic** products in each department. Attach a label for each type of claim if multiple claims are made (100% Organic, Made with Organic..., Organic). *Labels and signage must clearly differentiate between organic and nonorganic products. When templates are revised, submit sample to CCOF for review and approval prior to printing.*  
 Attached

3) How do you develop labels and signage? Who is responsible for developing labels? How often do labels change? If systems differ among departments, describe each different system and specify departments.

---

4) How do you verify the accuracy of organic claims and ingredient statements on labels and signage generated in-house, including shelf tags, scale labels, store displays, etc?  
 NA, no in-house labels  
 Other in-house quality control systems ensure labels are accurate, i.e. gluten, allergen. *Describe who is responsible and frequency below.*  
 Regularly review labels and signage in use on store floor. *Describe who is responsible and frequency below.*  
 Regularly review templates for accuracy. *Describe who is responsible and frequency below.*

---





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

- ▶ Complete this form to describe your receiving, storage, processing, display, cleaning/sanitation, and pest control practices.
  - ▶ Where practices differ across locations, provide descriptions that reflect every possible practice.
- Certified organic retailers and restaurants must have practices in place that prevent commingling and contamination of organic products. Organic products must not come in contact with nonorganic products (commingling) or prohibited materials (contamination) during receiving, storage, processing, display, cleaning/sanitation, or pest control.*

Facility covered by this plan (if different from operation name): \_\_\_\_\_

**A. Receiving**

- Do you ever receive organic and nonorganic products at the same time or in the same vehicle?
  - Yes  No
  - a) If yes, what steps are taken to prevent commingling of organic and nonorganic products?
    - Labeled pallets  Organic product sealed or shrink wrapped  Designated organic and nonorganic areas
    - Other (describe): \_\_\_\_\_
- Do any products arrive unsealed or in permeable packaging (ex: clamshells, open boxes, trucks)?
  - Yes  No
  - a) If yes, how do you ensure contamination was prevented during transport (ex: protection from gases, liquids)?
    - Affidavits from transport companies  Certified supplier provides documentation
    - Other (describe): \_\_\_\_\_
  - b) Do you receive products in reusable containers/vehicles (ex: RPCs, tankers, railcars)?
    - No  Yes. List sanitizers or detergents/cleaners that are not rinsed off are listed on your Handler Materials Application (OSP Materials List). *You may need to request this information from the supplier or transportation company.*
- Describe your quarantine procedure for products received that appear contaminated or whose organic status is unknown. *Organic produce must not be packed with fumigant slips, pads, or sulfite slips*

**B. Storage**

- How do you ensure organic products are not commingled with nonorganic products in storage? Select all that apply:
  - Not applicable, all organic  All products are sealed and labeled  Storage areas dedicated and identified as organic only
  - Products that have been partially used are returned to storage area sealed and labeled
  - Nonorganic products in permeable packaging are never stacked on top of organic products in permeable packaging
  - Other (describe): \_\_\_\_\_
- How do you ensure that packaging materials (ex: cardboard boxes, crates) and equipment (ex: carts, trays, bins, lugs) used for display, transport, or storage do not contaminate organic products? Select all that apply:
  - Not applicable, all organic  Only organic packaging materials are re-used for organic products
  - Nonorganic packaging materials are marked for nonorganic use only
  - Packaging materials and equipment cleaned prior to using to display, transport, or store organic products.
  - Distinguishably dedicated organic containers and equipment for transferring organic and nonorganic products (ex: labeled or color coded)
  - Other (describe): \_\_\_\_\_
- If off-site facilities are used to store organic ingredients and 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 are available at [www.ccof.org](http://www.ccof.org) and must be signed by the uncertified storage facility manager.





**C. Processing/ Repacking/ Preparation**

- 1) How do you ensure that processing, repacking, and preparation surfaces/equipment prevent commingling of organic products with nonorganic? Select all that apply:
  - Not applicable, organic products not processed, repacked, or prepared
  - Distinguishably dedicated organic areas or equipment (ex: labeled or color coded)
  - Clean liners used for organic (ex: baking racks)
  - Organic products processed, repacked, or prepared on clean surfaces with clean equipment
  - Organic products processed, repacked, or prepared on equipment that has been purged (ex: nut grinder, coffee roaster)
  - Organic products processed, repacked, or prepared prior nonorganic products
  - Other (describe): \_\_\_\_\_
- 2) How are any "work in process" (WIP) products identified as organic and protected from commingling with nonorganic products or ingredients? If systems differ among departments, describe each different system and specify departments.  
\_\_\_\_\_
- 3) For materials used in or on **nonorganic** products, how do you prevent accidental use during organic processing, and how can this be verified at inspection? For example: designated storage areas for organic and nonorganic materials, documented employee training, written SSOPs or recipes. If systems differ among departments, describe each different system and specify departments.  
\_\_\_\_\_

**D. Retail Display** *Restaurants without retail display or counter skip to section E*

- 1) How do you prevent contamination or contact between organic and nonorganic products on display? Select all that apply:
  - Not applicable, all products are organic
  - Organic and nonorganic products are displayed in separate cases or display areas
  - Wrap or package organic/nonorganic products
  - Organic products are displayed above nonorganic products
  - Use physical dividers, shelf liners, or containers to separate organic and nonorganic products, cleaned between use for organic and nonorganic products
  - Use organic parsley, organic kale, or other organic display produce between organic and nonorganic products
  - Dedicated organic shelf liners or containers
  - Other (describe): \_\_\_\_\_
- 2) In wet racks (mistifiers) and other wet display cases, how do you prevent nonorganic product from touching or dripping onto organic products? Select all that apply:
  - Not applicable, all products are organic
  - Organic products are displayed above nonorganic products
  - Organic and nonorganic products are displayed in separate cases or display areas
  - Other (describe): \_\_\_\_\_
- 3) How do you prevent accidental commingling of organic and nonorganic products by customers? Select all that apply:
  - Not applicable, all products are organic OR no customer contact
  - Do not display twin lined products. *Twin lined products are organic and nonorganic versions of the same item.*
  - Organic and nonorganic products are displayed in separate cases or display areas
  - Provide distinguishably dedicated organic scoops or tongs in display area (ex: labeled or color coded)
  - Attach scoops to bins so they are not interchangeable
  - Other (describe): \_\_\_\_\_
- 4) How do you address customer commingling of organic and nonorganic products? Select all that apply:
  - Not applicable, all products are organic OR no customer contact
  - Regular surveys by store personnel to look for customer commingling
  - Organic product in contact with nonorganic product is immediately removed from display and discarded
  - Organic product in contact with nonorganic product is immediately removed from display and sold as nonorganic
  - Other (describe): \_\_\_\_\_



- 5) Where commingling between organic and nonorganic is unavoidable due to customer handling (ex: shared grinders, scoops), how are customers made aware of the risk to organic integrity?
  - Not applicable, no shared equipment OR no customer contact
  - Signs or labels inform consumers that organic status is lost when processed on shared (organic and nonorganic) equipment. *Submit sample to CCOF for review.*
  - Other (describe): \_\_\_\_\_

**E. Water and Water Additives**

- 1) Is water used in direct contact with organic products or added to organic products (i.e. wash water, as an ingredient) *Water used in food production must meet Safe Drinking Water Act standards.*
  - Yes  No. Skip to section E2
- a) Do you add any substances or treat water (i.e. RO, UV) used in direct contact with organic products?
  - No  Yes. List each material on your Handler Materials Application (OSP Materials List)
  - Describe water treatment: \_\_\_\_\_
- b) Do you add **chlorine** to water that directly contacts organic products?
  - No  Yes, records or SOP used for monitoring chlorine are attached. Records or SOP will be verified by your inspector.
  - i. If yes, do products undergo a final fresh water rinse? (*Residual chlorine levels in water at last point of contact must not exceed the maximum residual disinfectant limit under the Safe Drinking Water Act [SDWA].*)
    - Yes  No, chlorine never added to water above SDWA limits
- 2) Does steam contact organic products or packaging?
  - Yes  No. Skip to section F
  - a) If yes, and steam boiler is used, describe how you prevent contact with volatile boiler chemicals when processing organic products:
    - Attached  Not applicable, no boiler used.
  - b) If boiler chemicals are used, list each boiler chemical that is not turned off prior to organic production on your OSP Materials List and attach an ingredient statement for each.  Attached

**F. Cleaning and Sanitations** *Staff must be prepared to describe cleaning and sanitation procedures at inspection.*

- 1) Do you use sanitizers/packaging aids in direct contact with organic products (i.e. peracetic acid, lactic acid, ozone, nitrogen)?
  - No  Yes. List each material on your Handler Materials Application (OSP Materials List)
- 2) Describe your cleaning program for equipment and surfaces that contact organic products during storage, transport, handling, processing, repacking, preparation, packaging, and display (ex: carts, lugs, RPCs, containers, Hobart, tongs, shelf liners, dividers, bulk bins, scoops, scale). You may provide this information as an attachment. Where practices differ across departments/locations, select all that may apply in any department/location:
  - Dishwasher with high heat sanitation
  - Dishwasher with quaternary ammonia (quat) sanitation or rinse aid
  - Dishwasher with chlorine sanitation
  - Dishwasher with chemical rinse aid other than quat or chlorine
  - Handwash equipment/surfaces with detergent/cleaner and chlorine sanitizer
  - Handwash equipment/surfaces with detergent/cleaner and quat sanitizer
  - Handwash equipment/surfaces with hot water
  - Periodic cleaning of dedicated organic equipment (ex: shelf liner, nut butter grinder, bulk bin or liquid dispenser)
  - Purge\* equipment that cannot be cleaned (ex: nut butter grinder, coffee roaster). *Describe purge procedure including product/quantity purged and documentation at inspection.*
  - \*Purge – To expel nonorganic product prior to processing organic product from food processing equipment.*
  - Other (describe): \_\_\_\_\_
- 3) If you have an SSOP that describes cleaning and sanitation practices, attach a copy of the sections regarding **organic departments and contact surfaces only**.  Organic SSOP sections attached  Not applicable
- 4) If any surfaces or equipment are NOT either cleaned or purged prior to contact with organic products, explain why not: \_\_\_\_\_



- 5) Do you use any sanitizers or detergents/cleaners that are not rinsed off of equipment and surfaces that contact organic products?  
 No  Yes. If yes, list each material on your Handler Materials Application (OSP Materials List).
- 6) How do you ensure no residues from prohibited materials (ex: quaternary ammonia) remain on organic contact surfaces?  
 Not applicable  Rinsing  Complete drying of alcohol-based sanitizers  
 Residue Testing:  pH  Quaternary Ammonia  Other testing: \_\_\_\_\_
- 7) How do you verify that equipment and surfaces have been cleaned properly? Select all that apply:  
 Documentation (ex: cleaning log, production log, wash tag, purge log)  
 Regular employee training on standard cleaning procedures  
 Other (describe): \_\_\_\_\_
- 8) If cleaning is NOT documented, explain why not: \_\_\_\_\_

**G. Facility Pest Management**

- 1) Who is responsible for pest control?  
 In-house  Contracted pest control service (name): \_\_\_\_\_
- 2) Which of the following management practices do you use to **prevent** pests? *Must use at least one.*  
 Remove pest habitat, food sources, and breeding areas  Prevent access to facility  
 Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)  
 Other (describe): \_\_\_\_\_
- 3) Which of the following practices do you use to **control** pests in organic production and storage areas?  
 N/A  Mechanical or physical controls, including traps, light, or sound  
 Lures and repellents using nonsynthetic or synthetic substances consistent with the National List. List lures and repellents that you apply in organic production and storage areas on your Handler Materials Application (OSP Materials List).
- 4) Are the measures listed above sufficient to prevent or control pests?  
 Yes  No  
 a) If no, explain below. List pest control materials **from the National List** that you apply in organic production and storage areas on your OSP Materials List. *National List materials include carbon dioxide, nitrogen gas, Vitamin D3 bait, boric acid, diatomaceous earth and soap products.*  
 \_\_\_\_\_
- 5) Are National List materials listed on your OSP Materials List sufficient to prevent or control pests?  
 Yes  No  
 a) If no, explain below (or attach justification). List pest control materials **not on the National list** that you apply in organic production and storage areas on your OSP Materials List.  Letter of justification attached  
 \_\_\_\_\_
- 6) How do you prevent pest control materials from contacting organic products, ingredients, and packaging materials?  
 Remove product and packaging from areas to be treated  Wash and rinse organic contact surfaces after treatment  
 Cover equipment used for organic handling  Purge equipment with nonorganic product  
 Other (describe): \_\_\_\_\_
- 7) Where do you record pest control material use and measures taken to protect organic products or packaging?  
 Pesticide Use Log  Log describing removal/reentry of products and packaging  Purge log  
 Other (describe): \_\_\_\_\_



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

An "Audit Trail" or "trace-back" system is documentation sufficient to determine the source, transfer of ownership and transportation of organic products. Certified operations must maintain records of processing/handling of organic crops that fully disclose all activities and transactions in enough detail to be readily understood and audited. They should be sufficient to demonstrate compliance with organic laws and standards, and kept for at least five (5) years.

- ▶ Where practices differ across locations, provide descriptions that reflect every possible practice.
- ▶ Records are important if the organic status of a product you sell is ever questioned. Maintaining records may reduce store liability by demonstrating your compliance with certification requirements and due diligence to verify the organic status of the products you sell.

**A. Records**

Traceability of organic products is required in all certified departments. Note that documentation maintained for other programs such as food safety, allergen prevention, product recall, animal welfare grading, etc. may be used as part of your organic traceability system.

1) Complete the following table to indicate availability and types of records maintained regarding purchase, inventory, and sales of organic products included in your certification.

Maintained?	Record Type	If maintained, where is the record located?					Notes (specify departments, if different)
		At each facility/store	Distribution Center	Regional Office	Central/Corporate Office	Other	
<input type="checkbox"/>	Supplier/vendor Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Bill of lading from vendor or distributor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Packing slips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Organic certificates for each supplier, certified distributor, producer, manufacturer, co-packer, or commissary kitchen that provides products labeled as organic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Production logs for processed, repackaged, or prepared organic products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Records of organic products lost due to spoilage, shrinkage, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Records of organic products transferred to other departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cashier scanning logs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Computerized sales summaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Other records related to organic products or processing:</b>						
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**B. Tracking Organic Products**

1) How do you track ingredients/products labeled as organic from inbound receiving through production or display to demonstrate that organic was received? For example: verifying that invoice or packing slips clearly identify products as organic, linking "sell by" dates on relabeled products to invoices or packing slips based on "first in first out", maintaining production logs for products prepared on site. If certifying multiple departments with different practices, describe traceability in each department.

---

2) Are organic products processed, repackaged, or prepared in any department?

Yes  No

a) If yes, how you are able trace ingredients back to the original source in each department that is processing, repacking, or preparing organic products? If certifying multiple departments with different practices, describe traceability in each department. *Production logs may be required for multi-ingredient products made on-site.*

---

b) Describe the records and system you use to track inventory of ingredients and products (in/out balance). You may attach samples to illustrate (i.e. monthly log of beginning and ending inventory).

---





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

- ▶ List finished organic products below, including private label brand products co-packed for others. An [Excel version](#) of this document is available online or by contacting CCOF. *Product category, detail and brand name will appear on your CCOF Client Profile (certificate addendum); product category and detail will appear in USDA's [Organic Integrity Database \(Integrity\)](#). CCOF reserves the right to modify product categories to reflect naming conventions.*
  - ▶ Once you are certified, refer to your CCOF Client Profile for a complete list of all products currently included in your certification.
  - ▶ Ensure all suppliers are listed on [H2.0A Ingredient Suppliers](#). Submit [H2.0B Product Formulation](#) for any new multi-ingredient product.
- 1) Attach all labels for all organic products, including retail, nonretail, shipping container labels, temporary signage for unpackaged products, labels for export, and other labels that include any reference to organic.  Labels attached
    - *Organic labeling guidelines including international labeling are available at [www.ccof.org/labeling](http://www.ccof.org/labeling). Submit all revisions to CCOF prior to printing or using new labels.*
  - 2) Do you package any products for private label brands (brands you do not own)?  No  Yes, complete the [Co-Packer Application](#) for each brand.
  - 3) Private label brand owners who do not process: If co-packed product is imported, list importer as well as co-packer in "Name of" column below. For each multi-ingredient product, submit an ingredient statement from the manufacturer to compare to your label. *Ingr. statement not required if co-packer is CCOF certified.*  Ingredient statement attached

Product Category	Product Detail <i>As listed on label</i>	Brand Name	Packaging Form	USA product label claim	Name of: <input type="checkbox"/> Certified location where product is processed <i>(may be your own facility)</i> OR <input type="checkbox"/> Certified co-packer of private label product	Export Market <i>International market you export product to</i>
<i>Ex: Ice Cream</i>	<i>Ex: Vegan chocolate sea salt swirl</i>	<i>Ex: Momo's Munchies</i>	<input checked="" type="checkbox"/> Retail <sup>1</sup> <input type="checkbox"/> Nonretail <sup>2</sup> <input type="checkbox"/> Unpackaged	<input type="checkbox"/> Made w/ organic <sup>3</sup> <input checked="" type="checkbox"/> Organic <sup>4</sup> <input type="checkbox"/> 100% Organic <sup>5</sup>	<i>Ex: Snack Shack</i>	<i>Ex: Canada, Mexico</i>
			<input type="checkbox"/> Retail <sup>1</sup> <input type="checkbox"/> Nonretail <sup>2</sup> <input type="checkbox"/> Unpackaged	<input type="checkbox"/> Made w/ organic <sup>3</sup> <input type="checkbox"/> Organic <sup>4</sup> <input type="checkbox"/> 100% Organic <sup>5</sup>		
			<input type="checkbox"/> Retail <sup>1</sup> <input type="checkbox"/> Nonretail <sup>2</sup> <input type="checkbox"/> Unpackaged	<input type="checkbox"/> Made w/ organic <sup>3</sup> <input type="checkbox"/> Organic <sup>4</sup> <input type="checkbox"/> 100% Organic <sup>5</sup>		
			<input type="checkbox"/> Retail <sup>1</sup> <input type="checkbox"/> Nonretail <sup>2</sup> <input type="checkbox"/> Unpackaged	<input type="checkbox"/> Made w/ organic <sup>3</sup> <input type="checkbox"/> Organic <sup>4</sup> <input type="checkbox"/> 100% Organic <sup>5</sup>		
			<input type="checkbox"/> Retail <sup>1</sup> <input type="checkbox"/> Nonretail <sup>2</sup> <input type="checkbox"/> Unpackaged	<input type="checkbox"/> Made w/ organic <sup>3</sup> <input type="checkbox"/> Organic <sup>4</sup> <input type="checkbox"/> 100% Organic <sup>5</sup>		

<sup>1</sup> Retail = Containers intended to be purchased and carried home by a consumer (retail purchaser). Refer to NOP 205.303-311 for labeling requirements.  
<sup>2</sup> Nonretail = Any container used to ship or store organic products, other than containers used for retail sale of the product. Must identify product as organic and display product lot number, shipping identification, or other unique information that links the container to audit trail documentation.  
<sup>3</sup> "Made with organic" is only allowed in USA and Mexico. Products labeled "Made with organic" must contain at least 70% organic ingredients. The remaining ingredients must either be agricultural or approved nonorganic materials from the NOP National List.  
<sup>4</sup> Products labeled Organic must contain a minimum of 95% organic ingredients, remaining ingredients must be either organic or approved nonorganic materials from the NOP National List.  
<sup>5</sup> "100% Organic" is only allowed in USA and Mexico. Must be produced with ingredients certified as "100% Organic." Must be produced without nonorganic processing/packaging aids.  
 NOPB80, V2, 12/30/2023





**B. Equipment Sanitizers and Detergents/Cleaners**

- ▶ Indicate materials used to clean and sanitize equipment and surfaces that organic products contact during receiving, handling, processing, transport, or storage, including grading or sampling equipment.
- ▶ Materials used in areas outside of organic handling do not need to be disclosed, such as employee hand sanitizers, foot baths, bathroom cleaners, or drain cleaners.
- ▶ If you are unsure which material category your cleaning and sanitation chemicals fall under, submit your material label(s) to CCOF and we will determine which category applies.

<b>Material Category</b> <i>Active Ingredient per product label</i>	<b>Used?</b>	<b>Rinsed?</b> <b>(Yes/No)</b>	<b>Location or Surface Used On</b> <i>(ex: processing lines, reused storage containers)</i>
Detergent, Soap, or Cleaner <i>Must rinse</i>	<input type="checkbox"/>		
Chlorine (Calcium hypochlorite, Chlorine dioxide, Sodium hypochlorite, Hypochlorous acid – generated from electrolyzed water)	<input type="checkbox"/>		
Peracetic acid/Peroxyacetic acid	<input type="checkbox"/>		
Phosphoric Acid	<input type="checkbox"/>		
Alcohol (Ethanol, Isopropanol) <i>Must air dry or rinse</i>	<input type="checkbox"/>		
Citric Acid	<input type="checkbox"/>		
Hydrogen Peroxide	<input type="checkbox"/>		
Ozone	<input type="checkbox"/>		
Quaternary Ammonium Sanitizer <i>Must rinse and test for zero residue</i>	<input type="checkbox"/>		
Other or unknown <i>Attach label listing ingredients, rinse may be required:</i>	<input type="checkbox"/>		

**C. Boiler Chemicals**

- ▶ List materials used in your boiler system, if applicable.
- ▶ For each boiler chemical not previously approved by CCOF, submit a material label or similar spec sheet that discloses composition. Additional information regarding volatility may be required. Search for approved materials on [MyCCOF.org](http://MyCCOF.org).

<b>Boiler Chemical Brand Name</b>	<b>Manufacturer</b>	<b>Volatile?</b> <b>(Yes/No)</b>	<b>Shut off prior to organic?</b> <b>(Yes/No)</b>
<i>Example: Boilerchem 123</i>	<i>The Boiler Pros, LLC</i>	Yes	<i>Yes - 24 hours before organic</i>



**D. Facility Pest Control Materials – National List**

- ▶ National List Pest Control Materials may be used only if preventative practices and mechanical/physical controls are not sufficient to prevent or control pests.
- ▶ Only list materials that are used in organic production and/or organic storage areas.
- ▶ If you are unsure which material category your pest control chemicals fall under, submit your material label(s) to CCOF and we will determine which category applies.

National List Material Category	Used?	Location Used <i>(ex: production room)</i>	Applied by Fumigation/ Fogging/ Spray? <i>(Yes/No)</i>
Ammonium carbonate	<input type="checkbox"/>		
Boric acid	<input type="checkbox"/>		
Botanical pesticides	<input type="checkbox"/>		
Carbon dioxide	<input type="checkbox"/>		
Diatomaceous earth	<input type="checkbox"/>		
Nitrogen gas	<input type="checkbox"/>		
Nonsynthetic bait/lure/repellent	<input type="checkbox"/>		
Pheromones	<input type="checkbox"/>		
Pyrethrum/pyrethrins <i>Pyrethroids are synthetic and not included in this category, list pyrethroids in section E</i>	<input type="checkbox"/>		
Sticky traps	<input type="checkbox"/>		
Vitamin D3	<input type="checkbox"/>		

**E. Facility Pest Control Materials – Non-National List**

- ▶ Non-National List Pest Control Materials may be used only if preventative practices, mechanical/physical controls, and National List materials are not sufficient to prevent or control pests. Justification for the use of non-National List Materials must be provided.
- ▶ Only list materials that are used in organic production and/or organic storage areas.
- ▶ Any pest control material that does not fit into one of the categories in table D above is considered a Non-National List material.
- ▶ If you are unsure which material category your pest control chemicals fall under, submit your material label(s) to CCOF and we will determine which category applies.

Non-National List Material	Location Used	Applied by Fumigation/ Fogging/ Spray? <i>(Yes/No)</i>
<i>Example: MAX Fog Roach Killer</i>	<i>ex: production room</i>	Yes



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).
  - 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 [MyCCOF.org](http://MyCCOF.org). Pre-approval is required for new products; submit a [Product Application](#). Approved products will also appear in USDA's [Organic Integrity Database \(Integrity\)](#).

**A. Labels**

- 1) Attach all labels for all organic products, including any labels with any reference to organic, and labels for export.
  - If you use a template for labels, submit an example of each unique template with a description of what information changes. *Organic labeling guidelines including international labeling are available at [www.ccof.org/labeling](http://www.ccof.org/labeling). Submit all revisions to CCOF for pre-approval prior to printing or using new labels.*
    - Attached
- 2) Do you use any nonretail containers (examples: boxes, bins, totes, bags, etc.) for shipping or storage of organic products?
  - *Nonretail containers are any container used to ship or store organic products, other than containers used for retail sale. This includes temporary signage applied to unpackaged product during shipping and storage.*
  - *Nonretail containers must identify product as organic (not required if container holds product packaged for retail sale with organic status visible through the nonretail container).*
  - *Nonretail containers must display product lot number, shipping identification, or other unique information that links the container to audit trail documentation.*
    - Not applicable, no nonretail containers used.
    - Yes. Nonretail labels attached, indicate where lot number will appear. If you use a template for labels, submit an example of each unique template with a description of what information changes.

**B. Private label brand owner**

- 1) Are you a **private label brand owner** who contracts an independently certified co-packer to produce your branded products?
  - Not applicable, not working with co-packers. Skip to section C.
  - Yes, attach organic certificates for all **co-packers** who produce products for you at their facility.  Attached  
*Certificates for co-packed products must list specific branded products.*
- 2) List co-packers below or attach a list with this information. Also list co-packers on your [Product Application](#).  List Attached

Co-packer Facility Name	Facility Address	Type of co-packing, select all that apply
		<input type="checkbox"/> Co-packing at a facility <input type="checkbox"/> Field packing on farm <input type="checkbox"/> Other, describe:
		<input type="checkbox"/> Co-packing at a facility <input type="checkbox"/> Field packing on farm <input type="checkbox"/> Other, describe:
		<input type="checkbox"/> Co-packing at a facility <input type="checkbox"/> Field packing on farm <input type="checkbox"/> Other, describe:

- 3) As a **private label brand owner**, do you source ingredients for co-packers?
  - No, co-packer sources ingredients.  Yes, I source ingredients for co-packers.
    - a) If sourcing ingredients, select all that apply:
      - I select suppliers. Co-packer purchases ingredients directly from supplier. *Co-packer must maintain supplier certificates. Ingredients will not be listed on your organic certificate unless you select additional options.*
      - I purchase ingredients. [H2.6 Broker Suppliers](#) required for organic ingredients, CCOF will list your organic ingredients on your organic certificate.
      - I take physical possession of ingredients for storage and ship them to my co-packer. [H2.6 Broker Suppliers](#) required for organic ingredients, CCOF will list your organic ingredients on your organic certificate.
      - Live animals – I purchase or take physical possession of live animals. [L6.1 Livestock Suppliers](#) required.
      - Other, describe: \_\_\_\_\_





4) If you take physical possession of ingredients or finished products, are all ingredients/ finished products in sealed, tamper-evident packaging and remain in the same packaging? Select all that apply.

*Tamper-evident packaging is packaging or a container that is sealed in a manner where an attempt to break the seal, access the contents, or reclose the package would be obvious.*

- Not applicable, not taking physical possession.
 Ingredients/ finished products are not in sealed and tamper-evident packaging. Attach H2.3 Organic Facility and H4.0 Organic Practices for each location. Storage facility inspection required.
 Ingredients/ finished products are in sealed and tamper-evident packaging. Attach an Exempt Handler Affidavit (EHA). Storage facility inspection not required.

C. Formulas

1) For ingredients and processing aid materials listed on your H2.0A Ingredient Suppliers and Handler Materials Application (OSP Materials List), do you source the ingredients and materials?

- Yes, I source.
 No, another operation sources. That operation's certificate must list ingredients provided to you.
 Not applicable, I am a private label brand owner working with a co-packer.

a) If no, indicate who sources: \_\_\_\_\_

2) 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 brand owner working with a co-packer; only co-packer is required to submit formula. Private label brand owner must instead submit an ingredient statement from the manufacturer to compare to your label.

- Yes  No  Some
 Not applicable, single ingredient products only.
 Not applicable, I am a private label brand owner working with a co-packer.

3) For finished products labeled "Organic" containing nonorganic ingredients listed on NOP § 205.606 or 205.605 (if commercial availability is noted in 205.605), 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.
 Not applicable, I am a private label brand owner working with a co-packer. Co-packer is responsible for organic search.

D. 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

Table with 3 columns: Storage Facility Name & Address, Ingredients/Products Stored, Documentation. Includes checkboxes for OC\* and 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.



Find all forms at [www.ccof.org/documents](http://www.ccof.org/documents). Send completed forms to [inbox@ccof.org](mailto:inbox@ccof.org).

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

- ▶ List all suppliers and ingredients used in organic products, including "work in process" ingredients made in house.
  1. Attach organic certificates for all certified suppliers.  Certificates attached  
*Certificates must be dated within the last 15 months and must list the specific ingredient you use. For USDA NOP certified suppliers, refer to [Organic Integrity –Database \(Integrity\)](#) for overall certification status. Product listings may need to be requested separately from the supplier. Be prepared to demonstrate your certificate management system at inspection.*
  2. For any uncertified supplier of organic ingredients, list both the uncertified supplier and the certified supplier in the Supplier column. Attach an [Exempt Handler Affidavit \(EHA\)](#) for each uncertified supplier. *Product must be enclosed in sealed, tamper-evident retail packaging when acquired by the supplier and must remain in that packaging while under the supplier's control. CCOF will review the EHA and notify you if certification of the supplier is required.*  EHA attached
  3. For each multi-ingredient ingredient, submit an ingredient statement from the manufacturer to compare to your label.  Ingredient statement attached
- ▶ An [Excel version](#) of this document is available at [www.ccof.org/documents](http://www.ccof.org/documents) or by contacting CCOF.
- ▶ Update this master list as you add and remove suppliers. Highlight **new suppliers or products in yellow** and **removed suppliers or products in blue** to simplify updates.
- ▶ List all **nonorganic processing aids, sanitizers, and packaging aids** that contact organic products on your [Handler Materials Application \(OSP Materials List\)](#), not this form. For each nonorganic ingredient or processing aid not previously approved by CCOF, submit a [Nonorganic Processing Material Affidavit](#) or [Natural Flavor Affidavit](#). *Private label brand owners who do not manufacture are not required to submit nonorganic ingredients or processing aids for review.*

Supplier	Ingredient Name <i>List one ingredient per line, match organic certificate, include brand name if any</i>	Organic Ingredient? <i>(Yes, No)</i>	Do you import <sup>1</sup> this product? <i>(Yes, No)</i>	Date Added to H2.0A	Certifier <i>Optional, for your use</i>	CCOF Use Only
<i>Ex: XYZ Juice Supply</i>	<i>Ex: apple juice concentrate</i>	Yes	Yes	7/15/2020	CCOF	

<sup>1</sup> Imports – Indicate Yes if you are the importer of record. Indicate No if you are not the importer of record. Examples - If you purchase from an importer, indicate No and list the importer in the Supplier column. If you purchase imported products and the importer does not take title, indicate No and list the seller in the Supplier column (not the importer). If your supplier purchases imported products, indicate No; you are not required to know the identity of the importer. "Importer of record" = the owner, purchaser, consignee, or authorized Customs broker of imported products coming into the United States.



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

- ▶ Use this form for each multi-ingredient product you manufacture. *Private label brand owners who do not process products are not required to complete this form; submit an ingredient statement from the manufacturer. Wineries complete [V2.0 Organic Winery](#) and [V2.1 Wine & Label Approval](#), not this form. Livestock feed producers are not required to submit all formulations, only a sample.*
- ▶ An [Excel version](#) of this document is available online or by contacting CCOF. Complete one H2.0B form for each product formula.
- ▶ See formulas below headers to guide calculations. Weight or fluid volume unit of measurement must be the same for each ingredient, e.g. grams.
- ▶ If you are unclear on the % organic content of an ingredient (B), contact the supplier's organic certifier to request confirmation.
- ▶ For each nonorganic ingredient or processing aid not previously approved by CCOF, submit a [Nonorganic Processing Material Affidavit](#) or [Natural Flavor Affidavit](#). Search for approved materials on [MyCCOF.org](http://MyCCOF.org).

<b>Product Name:</b> _____				
<b>Label Brand Name(s):</b> _____				
Ingredient/Processing Aid <i>As listed on H2.0A Ingredient Suppliers list Do not list salt or water</i>	Quantity (A)	Weight, %, or fluid volume	% Organic Content of Ingredient (B)	Ingredient's Org. Contribution to Product (C) = (A) x (B)
<i>Ex: chocolate chips</i>	20	grams	95%	19 = (20x0.95)
Total of non-salt and water contents (D): <i>Total of column (A)</i>			Organic Contribution (G): <b>Total of column (C)</b>	Total Organic %: Divide (G)/(D)
Quantity Salt (E):				
Quantity Water (F):				
Total Ingredient Quantity: <b>Add up (D), (E) and (F)</b>				

Round down to nearest whole number  
*"Organic" must be >95% organic*  
*"Made with Organic" must be >70% organic*

List processing aids\* used that do not contribute to weight or fluid volume (ex: Carbon Dioxide, Chlorine in wash water). Processing aids that contribute to weight or volume must be listed in the table above. *Only ingredients and materials approved by CCOF and appearing on your [Handler Materials Application \(OSP Materials List\)](#) may be used:*

\*Products labeled "100% Organic" must be produced without nonorganic processing aids, sanitizers or gases.



# CCOF

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## Exempt Handler Affidavit Instructions

- 1) The CCOF-certified operation completes section A on the following page. This affidavit and any sample audit trail records will become part of the CCOF-certified operation's Organic System Plan (OSP).
- 2) The uncertified handler completes sections B through F. If an exempt, uncertified handler works with multiple CCOF-certified operations, a separate Exempt Handler Affidavit (EHA) is required for each CCOF-certified operation as activities may vary.
- 3) A new Exempt Handler Affidavit (EHA) is only required if there is any change in the future, including a change in activities or management of the exempt handler. An updated EHA may be requested by CCOF at any time.
- 4) CCOF-certified operations will be billed an initial fee for each Exempt Handler Affidavit (EHA), outlined in the [CCOF Certification Services Program Manual](#). Refer to the table in section C. If an EHA is submitted but not required, requested, or approved by CCOF, billing does not apply.
- 5) **Certification (not this affidavit) is required for any of the following:**
  - a) Storage facilities or warehouses receiving organic product that is not in sealed, tamper-evident\* packaging.
  - b) Storage facilities where unpackaged product is loaded or unloaded before being loaded into the next transport vehicle (transporter not required to be certified unless otherwise handling).
  - c) Broker, traders, wholesalers, or distributors who sell organic products that are not in sealed and tamper-evident\* final retail packaging.
  - d) Importers of organic products into the United States.
  - e) Exporters of organic products for sale in the United States.
  - f) Private label or brand owners who purchase organic ingredients for their co-packers.
  - g) Private label or brand owners who sell organic products in nonretail packaging or sell finished organic products in packaging that is not sealed or tamper-evident\* unless private label brand owner can demonstrate exemption.
  - h) Transporters and transloaders who pack, repack, treat, sort, open, enclose, label, or otherwise handle organic products. These activities are not considered transportation.
  - i) Transporters and transloaders who combine, split, or containerize organic products where the activity of combining, splitting, or containerizing is not contracted by a certified organic operation or is not described in a certified operation's Organic System Plan (OSP).

*Brokers, traders, wholesalers, distributors, importers, private label brand owners, and storage facilities are considered handlers per NOP § 205.2 "Handle, Handler". Exemptions from certification requirements are outlined in NOP § 205.101 and [Strengthening Organic Enforcement Final Rule](#) section A.*
- 6) **\*Tamper-evident packaging** is packaging or a container that is sealed in a manner where an attempt to break the seal, access the contents, or reclose the package would be obvious. For 205.101(e) exemption to apply, either the retail or nonretail package must be sealed and tamper-evident. For 205.101(f) exemption to apply, the retail package must be sealed and tamper-evident, the nonretail package is not relevant.
  - a) **Examples of nonretail tamper-evident packaging:** Produce boxes with "DO NOT TAMPER WITH" tape placed across box flaps, sealed bulk bags of flour, sealed drums or totes of olive oil.
  - b) **Examples of retail tamper-evident packaging:** Aseptically sealed jars, boxes of individually wrapped granola bars, clamshells with sticker closing the clamshell, zip-top produce bags sealed with sticker or strip that consumer must rip off to open, salad container with film top that must be ripped off to open, produce individually wrapped in plastic, mesh bags with a label that seals the bag and must be ripped off to open.
  - c) **Examples of packaging that is NOT tamper-evident:** Clamshells without a sticker closing the clamshell, unsealed zip-top bags, mesh bags with a closure that could be removed without damaging the packaging or label, produce with PLU label not enclosed in any packaging, baled hay.
- 7) A helpful resource to determine if certification is required is CCOF's [Organic Certification Self-Assessment](#).



# CCOF

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## Exempt Handler Affidavit

### A. CCOF-Certified Operation

The CCOF-certified operation completes section A.

- 1) Name of CCOF operation working with uncertified handler: \_\_\_\_\_
- 2) Describe the business relationship between your operation and the uncertified handler. Include the activities performed by the uncertified handler on your behalf  
\_\_\_\_\_

### B. Uncertified Handler

The uncertified handler completes sections B through F.

Uncertified handler operation name: \_\_\_\_\_

Manager/Owner name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_

Describe your role in the organic supply chain for the CCOF-certified operation named in section A.  
\_\_\_\_\_

### C. Exemptions

Uncertified Handler – Indicate the exemption that describes your operation, you may select more than one option:

1) <input type="checkbox"/> I operate a storage facility used by the CCOF-certified operation listed in section A to store product in sealed, tamper-evident packaging*. <i>NOP § 205.101(e)</i>	This form is <b>required</b>
2) <input type="checkbox"/> I am a broker, trader, wholesaler, or distributor who takes title or physical possession of organic products. Products are sealed in tamper-evident* final retail packaging and remain in that packaging while in my control. That product (retail labeled, sealed, tamper-evident*) is supplied to the CCOF-certified operation listed in section A. <i>NOP § 205.101(f)</i>	This form is <b>required</b>
3) <input type="checkbox"/> I am a private label or brand owner and the CCOF-certified operation packs organic products into my brand(s). I do not process products. <i>NOP § 205.2 (“handle”), 205.101(b), 205.101(c), 205.101(e), 205.101(f)</i>	This form may be <b>required</b> by CCOF
4) <input type="checkbox"/> I am a licensed customs broker who does not take ownership or physical possession of organic products. I do not sell, import, or trade organic products. <i>NOP § 205.101(g)</i>	This form is <i>optional</i>
5) <input type="checkbox"/> I am a logistics broker, e.g., freight forwarder. I arrange for movement and storage but do not take ownership or physical possession of organic products. I do not sell, import, or trade organic products. <i>NOP § 205.101(h)</i>	This form is <i>optional</i>
6) <input type="checkbox"/> I am a transporter or transloader and am only responsible for the transport of organic products. I do not store, pack, repack, treat, sort, open, enclose, label, or otherwise handle organic product. <i>NOP § 205.2 (“handle”)</i>	This form is <i>optional</i>
7) <input type="checkbox"/> I am a transporter or transloader contracted/hired by a certified operation. I may combine, split or containerize organic products as contracted by the certified operation and described in their Organic System Plan (OSP). <i>NOP § 205.2 (“handle”)</i>	This form is <i>optional</i>
8) <input type="checkbox"/> I facilitate sale or trade of unpackaged product and/or live animals. <i>Certification may be required. NOP 205.2 (“handle”)</i>	This form is <b>required</b>
9) <input type="checkbox"/> Other, describe activities:	This form is <b>required</b>

Where this form is noted as optional above, CCOF reserves the right to require the form to determine compliance with NOP § 205.101.





# CCOF

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## D. Exemption Verification

Uncertified handler, complete this section. Answer these questions about the handling you perform for the CCOF-certified operation named in section A. If you work with other CCOF-certified operations, you will need to complete additional Exempt Handler Affidavits to describe the handling you perform for each operation. CCOF will review answers to determine if exemption applies.

	Yes	No
1) Do you handle unpackaged products? Examples: tankers, grain elevators or silos, bulk railcars/truckloads of unpackaged product, livestock. <i>Operations that store, sell, or otherwise handle unpackaged products must be certified. Transport of unpackaged products or livestock may not require certification, provided the certified operation's Organic System Plan describes transport practices and records.</i>	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes or unsure, describe:		
2) Do you combine, split, or containerize organic products?	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes or unsure, describe:		
3) Do you relabel, repack, package, enclose, or apply any label that alters or obscures the original label or lot number/code? <i>Repacking includes placing product into other packaging that displays organic claims.</i>	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes or unsure, describe:		
4) Do you sort, recondition, cull, ice, hydro cool, hydro vacuum, or otherwise process organic product in any way?	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes or unsure, describe:		
5) Do you treat organic products or apply any substance to the organic product such as water, ethylene, sanitizers, pesticides, or controlled atmosphere treatment?	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes or unsure, describe:		
6) Does organic product ever contact cleaners, sanitizers, pest control materials, nonorganic products, water that has contacted nonorganic products, or other materials while under your control?	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes or unsure, describe:		
7) Do you import organic products into the United States?	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes or unsure, describe:		
8) Do you export organic products from a foreign country to the United States?	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes or unsure, describe:		
9) Is the organic product packaged or enclosed in a sealed, tamper-evident* container prior to being received or acquired by your operation, and does it remain in that same sealed, tamper-evident* container while under your control?	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes, describe how packaging is sealed and tamper-evident* or attach a photo:		
b) If no, describe:		
10) How is the organic product labeled when you receive, acquire, or purchase it? Attach an example of product labeling.		
<input type="checkbox"/> Product is in final retail labeling. Attach example label. <i>Retail label = Labels affixed to containers intended to be purchased and carried home by a consumer (retail purchaser).</i>		
<input type="checkbox"/> Product is labeled nonretail. Attach example label. <i>Nonretail = Any container used to ship or store organic products, other than containers used for retail sale of the product. Nonretail labels must identify product as organic and display the lot number or other unique information that links to the audit trail records.</i>		
<input type="checkbox"/> Product is unlabeled bulk. Attach example signage. <i>Temporary signage must indicate organic status and include lot number.</i>		
<input type="checkbox"/> Not applicable, I do not receive, acquire, or purchase the organic product, describe:		



# CCOF

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	Yes	No
11) Do your audit trail records for each shipment include the information described in section E below? You may attach sample documents to demonstrate your system; all records must be provided to the CCOF-certified operation and will be verified during CCOF inspections. <i>Your audit trail records must link back to the last certified organic operation.</i>	<input type="checkbox"/>	<input type="checkbox"/>
12) Do you take physical possession of organic products; are organic products received at a location that you own or lease?	<input type="checkbox"/>	<input type="checkbox"/>
13) Do you buy (take ownership/title), sell, or trade organic products, or facilitate the sale or trade of organic products on behalf of a seller or yourself? <i>Exemption 205.101(e) does not apply if you buy, sell, or trade organic products.</i>	<input type="checkbox"/>	<input type="checkbox"/>
a) If you facilitate the sale or trade of organic products, describe:		
14) Do you prepare organic products for shipment? <i>Preparing for shipment = putting packaged products into shipping containers, applying internal tracking numbers, shrink-wrapping shipping cartons to a pallet, breaking down pallets of fully packaged products, adding protective packaging to nonretail containers, packing individual packaged products onto a shipping pallet, loading/unloading packaged products onto or from transport vehicles.</i>	<input type="checkbox"/>	<input type="checkbox"/>
a) If yes, describe how you prepare products for shipment:		
15) Transporter or transloader – Do you load or unload unpackaged products at uncertified locations? <i>Certification of location(s) where unpackaged products are loaded or unloaded is required. Transport of unpackaged products or livestock may not require certification, provided the certified operation’s Organic System Plan describes transport practices and records.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Not applicable, I am not a transporter or transloader.		
16) Private label brand owner – Do you ever purchase ingredients sent to co-packers?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Not applicable, I am not a private label brand owner		
a) If yes, are purchased ingredients in sealed, tamper-evident, retail packaging?		
<input type="checkbox"/> No, purchased ingredients are nonretail packaged or not in tamper-evident packaging. <i>Certification of label owner is required; certificate must list purchased ingredients.</i>		
<input type="checkbox"/> Yes. Attach example label.		
17) Private label brand owner – Do you ever take physical possession of ingredients sent to co-packers?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Not applicable, I am not a private label brand owner		
a) If yes, are ingredients in sealed, tamper-evident packaging?		
<input type="checkbox"/> No, ingredients are not in tamper-evident packaging. <i>Certification of label owner as a storage facility is required.</i>		
<input type="checkbox"/> Yes. Attach photo showing how packaging is tamper-evident.		
18) Private label brand owner – Attach any additional information including references to USDA NOP regulations or other regulations that you believe justify your activities as exempt from certification. <i>Certification may not be required if you qualify for exemption under 205.101(b), 205.101(e), 205.101(f), or do not perform any activities outlined in 205.2 “Handle.”</i>		
<input type="checkbox"/> Not applicable, I am not a private label brand owner		
<input type="checkbox"/> Attached		
19) Storage facility – indicate the type of storage:		
<input type="checkbox"/> Not applicable, I am not a storage facility <input type="checkbox"/> Dry storage <input type="checkbox"/> Cold storage <input type="checkbox"/> Freezer storage		
<input type="checkbox"/> Other, describe:		





# CCOF

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Yes No

20) Broker, trader, wholesaler, distributor

Not applicable, I am not a broker

a) Describe how frequently you change organic suppliers:

## E. Audit Trail Records

**Uncertified Handler – CCOF-certified operations may only work with exempt handlers who provide full traceability back to the last certified operation for each shipment. The following are required for traceability:**

- 1) Nonretail containers used to ship or store organic products must identify product as organic and display the production lot number, shipping identification, or other unique information that links to the audit trail records.
- 2) Purchase invoices, receipts, bills of lading (BOL), and other audit trail records must:
  - Designate products as organic AND
  - Include a description of the product, date of transaction, and amount transferred. You may strike out pricing information, provided organic status and quantity is legible.
- 3) Exempt handler records and the last certified operation's records must link:
  - The last certified operation that handled the product must be listed on exempt handler invoices/records AND/OR
  - Lot numbers applied by the last certified operation to nonretail containers must match lot numbers on exempt handler audit trail records AND
  - If product passes through multiple uncertified exempt operations in sequence, documents must trace product lot number through all uncertified operations back to the last certified handler.
- 4) For each shipment, exempt handlers must provide a complete, current organic certificate for the last certified operation.
- 5) Documents generated by the last certified operation proving purchase, delivery, and/or transfer to the exempt handler must be provided to the CCOF-certified operation.
  - Exempt handler audit trail records must link directly back to the last certified operation, including transport, storage, processing/handling, shipping, and/or distribution. Documents must show that organic integrity was maintained: organic products did not come into contact with nonorganic products or prohibited materials such as fumigants.
- 6) All certified suppliers must be approved by CCOF as part of the certified operation's Organic System Plan (OSP). Notify your CCOF-certified buyer prior to changing suppliers.

*Exempt operations must maintain records per NOP § 205.101(i). CCOF-certified operations must maintain records per NOP § 205.103. If CCOF inspectors cannot track organic product back to the last certified operation, sourcing organic products from the exempt handler may be considered a noncompliance.*

## F. Exempt Handler Statement

**I, the owner or legally authorized representative, attest that I am qualified to assess the validity of the statements in this affidavit and the statements are true and accurate to the best of my knowledge. Note that per NOP 205.100(c)(2), any person falsifying statements to an accredited certifying agent shall be subject to the provisions of section 1001 of title 18, United States Code.**

**I acknowledge the above requirements for audit trail records and disclosure to the CCOF-certified operation and understand that failure to meet the audit trail record requirements or disclose records to the CCOF-certified operation may be cause for CCOF to rescind approval of my operation as an approved exempt organic handler and may be cause for compliance action against the CCOF-certified entity.**

Name (Manager/Owner of Exempt Handler)

Signature (Digital, Ink, or E-Verified)

Date

Visit [www.ccof.org](http://www.ccof.org) to apply for certification. Questions about the certification process? Email [getcertified@ccof.org](mailto:getcertified@ccof.org).

*CCOF reserves the right to inspect any facility storing or handling organic product owned by a CCOF-certified operation per NOP 205.400(c). If the exempt handler misrepresents policies or procedures as stated on this affidavit or acts in a manner that might jeopardize organic integrity or tracking of the organic product, the CCOF-certified operation working with the exempt handler will be notified. The CCOF-certified operation will be held responsible for correcting any noncompliance issues. CCOF will report uncertified handlers who are handling organic products but are not exempt to the USDA NOP for investigation and potential civil penalties.*