



CCOF

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

TRACES Certificate of Inspection (COI) Request

All organic products exported to the European Union or Switzerland must be accompanied by an official Certificate of Inspection (COI). A COI is a transaction document that shows the shipment is compliant with the organic regulations. Once CCOF has confirmed your product's compliance with the terms of the EU or Swiss equivalency and you are preparing your shipment for export, the exporter will request a COI in the EU Trade Control and Expert System online platform [TRACES](#).

Timing of the COI

ALERT: Shipments will be REJECTED if they leave port without an authorized COI.

The Certificate of Inspection (COI) must be authorized by CCOF *before* the shipment leaves the US or Canada, per [EU regulation 2021/2306](#). Consignments that depart before obtaining an authorized COI are denied entry or have the organic status removed by the EU or Swiss border control authorities.

The exporter must create the draft COI request in TRACES and send it to CCOF for authorization at least 2 business days prior to departure to allow for review and processing. CCOF will review the draft request and issue the authorized signed COI. You will receive the authorized COI by email from CCOF.

Ensure that you have an authorized COI prior to releasing the cargo for shipment. If your shipment has left port without authorization, CCOF is unable to sign the COI.

Note that the CCOF office is closed evenings, weekends, and holidays. Requests must be submitted at least 2 business days prior to closures. Even if the COI request is submitted to CCOF prior to shipment, CCOF is unable to sign COIs where the shipment has left.

COI requests may be submitted *before* complete shipping information is available. The following fields may be modified after CCOF signs the COI: Border control post/Point of release for free circulation, Number of Packages, Net weight, Total gross weight, Container number, Seal number, Means of Transport, and additional supporting documents. Email export@ccof.org to request modifications of these fields after the COI has been issued.

How to create a TRACES Operator Profile

Once your operation is enrolled in CCOF's [Global Market Access \(GMA\)](#) program for the EU or Switzerland, email the CCOF export team at export@ccof.org to request registration of your operation in TRACES. CCOF's export team will notify you when an Operator profile has been created.

How to sign in to TRACES

Users can create their own accounts that are then linked to their operation's Operator profile. Users create their own TRACES account and request a User role. Follow the steps found in TRACES [Request access](#). CCOF or previously approved Users at the same operation can approve the new User request.

How to create a COI request in TRACES

Only the exporter can create and submit COI documents. Each shipment must be accompanied by a COI specific to that transaction. Please be advised that CCOF does not provide consultation on EU tariff codes under the Combined Nomenclature (CN) system, contact your EU importer for guidance.

Detailed instructions on completing the COI can be found in the [TRACES COI User Guide](#)

1. Review your CCOF Client Profile Addendum in [MyCCOF](#) and ensure that the product is certified and has been approved for EU or Swiss export. When submitting new products for export, be sure to indicate the export market on the [Product Application](#), [H2.6 Broker Suppliers](#), or [V2.1 Wine and Label Approval](#) so that the product is reviewed to this standard.
2. Confirm that the product label is compliant for the EU. All retail labels must show the certifier EU control number, see the [International Labeling Guide for more information](#). When submitting new labels for review, be sure to indicate the export market so that the label is reviewed to this standard.
3. Login to [TRACES](#) and create a Draft COI.
4. Complete the required information and Box 24 (First Consignee) as described in the [COI User Guide](#).
 - a. List product name exactly as it appears on your CCOF Client Profile. If an update is needed to your CCOF Client Profile, email inbox@ccof.org.



CCOF

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

5. Upload at least one of the following Supporting Documents to the COI to confirm product traceability and identify the product as organic:
 - a. **Commercial Invoice**, or
 - b. **Packing List**
6. Provide the estimated shipping date and confirmation that the shipment has not left the country of port by doing one of the following:
 - a. Upload **Booking Confirmation** to the COI, or
 - b. Upload **Draft Air/Sea Waybill** to the COI, or
 - c. If these documents are not available, email export@ccof.org with the Draft COI number and the estimated shipment date.
7. Once your DRAFT COI is ready for submission to CCOF, select *Submit for Certification*.
8. If you need to attach additional supporting documents after the COI request has been submitted, email them to export@ccof.org.

TRACES generates a unique COI Reference Number which is used for tracking the product through the entire supply chain. The COI is electronic only and accessible by the EU authorities, relevant Control Bodies (certifiers) and Operators listed on COI.

Stages of a COI

Draft – Draft COIs are not visible to CCOF. The exporter can modify the COI, CCOF cannot.

Description Complete – Once you select “Submit for Certification”, the exporter is not able to make modifications in TRACES but may email export@ccof.org to request modifications.

Issuing Body Declaration Signed– CCOF has signed and issued the authorized COI. The exporter is not able to modify the COI in TRACES but may email export@ccof.org to request modifications.

CCOF can modify the following fields:

- Border control post/Point of release for free circulation
- Number of Packages
- Net weight
- Total gross weight
- Container number, Seal number
- Means of Transport
- Additional supporting documents

The importer can modify the following fields:

- Border control post
- Responsible for the load
- Prior notification
- Special customs procedures
- First consignee

Endorsement – The border control agents in the EU or Switzerland will review the COI and determine whether the shipment can be released as organic

Resources

USDA: [US/EU Equivalence](#), [US/Swiss Equivalence](#)

EU: [TRACES](#), [COI User Guide](#)

CCOF: [EU](#), [UK](#), [Switzerland](#)