|  |  |  |  |
| --- | --- | --- | --- |
| **Operation Name:** |  | **Date:** |  |

* Complete this form if you process organic products or take physical possession of products you sell or distribute.
* Complete one form for each facility/location.

## General Information

|  |  |
| --- | --- |
| 1. Facility Name:
 |  |
| CRA Business Number (BN): |  |

1. Do you (check one):

[ ]  Own this facility [ ]  Lease this facility

*Only facilities that you own or lease can be included in your certification. Facilities that you do not own or lease must apply for separate certification.*

1. Is facility information requested below in this section identical to the physical location address provided on your [**CCOF COR Certification Contract**](https://www.ccof.org/resource/ccof-cor-compliance-certification-contract)?

[ ]  Yes. Skip to section B [ ]  No

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Site Address:
 |  | City: |  |
| State/Province: |  | Zip/Postal Code: |  | Country: |  |
| 1. Contact (Name/Title):
 |  |
| 1. Phone:
 |  | Fax: |  |
| 1. Email(s):
 |  |

1. Is this facility currently certified organic by another certifier?

|  |  |
| --- | --- |
| [ ]  No [ ]  Yes, provide name of certifier: |  |

1. Has this facility ever previously applied for or been granted organic certification by any certification agency?

|  |  |
| --- | --- |
| [ ]  No. Skip to section B. [ ]  Yes. Complete this section and provide name of certifier: |  |

## Was your certification or the certification of products or this facility ever suspended or cancelled? [ ]  Yes [ ]  No

1. Did you surrender your certification with outstanding non-compliances or conditions? [ ]  Yes [ ]  No
2. Was your application for organic certification ever issued a denial? [ ]  Yes [ ]  No
3. Did you withdraw your application for certification with outstanding non-compliances? [ ]  Yes [ ]  No
4. 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: |   |

## Facility Activities, Site Plan, and Product Flow

|  |  |
| --- | --- |
| 1. Processing or handling activities (examples: baking, mixing, etc.):
 |  |

1. Attach site map(s) showing all organic processing and storage areas (may be hand drawn). Identify all equipment, machinery, grading stations, and storage areas used for organic products. [ ]  Map attached
2. Attach either a written description or a schematic product flow chart that describes or shows where and how ingredients or products are received, stored, processed, packaged, and warehoused. [ ]  Attached
* Submit a separate flow chart for each production type.
* The flow chart(s) must include all organic production steps.
* Include all equipment, machinery, grading stations, and storage areas used for organic products, and indicate where ingredients are added or processing aids are used.
* If product moves through different facilities, describe the flow across different facilities and submit an organic certificate for any contracted facility. *You must request updated certificates at least annually.*