



- ▶ Complete this form if you operate a retail establishment.
- ▶ Once certified, your CCOF Client Profile lists your locations, available on www.MyCCOF.org.

A. General Information

1) Retail establishment type:

- ☐ Retail Store ☐ Regional or national retail chain ☐ Food Truck / Farmers Market vendor
☐ Restaurant ☐ Regional or national restaurant chain ☐ Hotel restaurant / in room dining
☐ Stadium concession stand ☐ School or Business cafeteria ☐ Airport dining ☐ Catering services
☐ Other: _____

2) Describe your expansion plans for the next 1-5 years:

List each retail location below. If you have more than 5 locations or anticipate growing beyond 5 locations, submit a separate spreadsheet with all requested information. Be prepared to update the spreadsheet to communicate additional locations and existing changes. *You are responsible for notifying CCOF at least 2 months in advance of new location opening to allow for adequate review and inspection scheduling. Add location fee will apply per [CCOF Certification Services Program Manual](#).*

☐ Locations spreadsheet attached

Location Number / Code	Location Name	Street Address	City	State	Zip	Projected Open Date

B. Organizational Structure

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

- 1) Attach a copy of your operations manual. Highlight areas that address organic integrity.
☐ Attached
- 2) Attach agreements made between central headquarters and individual locations that are managed outside your organization's direct control (i.e. franchise locations, sports stadiums, airports). Highlight areas that address organic integrity.
☐ Not applicable. Do not operate as a franchise or sell organic products within a separately managed retail space.
☐ Attached
- 3) Attach a description of how your company is structured (central headquarters, franchises, regional offices, company owned stores, independently managed stores, etc.). Include your personnel and management structure (teams, management, etc.).
☐ Attached
- 4) Indicate which functions or decisions are managed centrally, regionally, locally, or any combination of those three:
- | | | | | |
|--|------------------------------------|-------------------------------------|----------------------------------|---------------------------------------|
| Organic System Plan | ☐ Centrally | ☐ Regionally | ☐ Locally | ☐ Other: _____ |
| Organic supplier approval | ☐ Centrally | ☐ Regionally | ☐ Locally | ☐ Other: _____ |
| Organic ingredient purchasing | ☐ Centrally | ☐ Regionally | ☐ Locally | ☐ Other: _____ |
| Marketing, signage, display & labeling | ☐ Centrally | ☐ Regionally | ☐ Locally | ☐ Other: _____ |
| New organic product development | ☐ Centrally | ☐ Regionally | ☐ Locally | ☐ Other: _____ |
| Sanitation procedures & materials | ☐ Centrally | ☐ Regionally | ☐ Locally | ☐ Other: _____ |
| Pest control contractors & materials | ☐ Centrally | ☐ Regionally | ☐ Locally | ☐ Other: _____ |
| Staff training | ☐ Centrally | ☐ Regionally | ☐ Locally | ☐ Other: _____ |





- 5) When individual locations make independent decisions about organic products, how are those decisions made and communicated (e.g. notification of regional management, internal audits where system are unique, etc.)? For example: if a store decides to launch a new organic product line, how is that communicated internally and to CCOF? **CCOF needs to preapprove changes to your organic program.**

C. Employee Training

Your training program should include proper sanitation, pest control, record keeping, handling, and labeling of organic products to prevent potential contamination and commingling. *Be prepared to demonstrate employee understanding of organic practices at inspections. Training records may be requested at inspection.*

- 1) Attach a copy of your employee training program.
☐ Attached
- 2) How and when do you train individual locations or employees on organic compliance procedures and policies?
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- 3) How do you monitor whether procedures and policies are successful? *CCOF may request to view monitoring checklists.*
☐ Third party service provider
☐ Internal QA team
☐ Other (describe):
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- 4) How do you ensure employees are provided **ongoing** access to organic practices, procedures, and updates?
☐ Internal communication website/portal
☐ Other (describe):
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