



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<br><input type="checkbox"/> Field packing on farm<br><input type="checkbox"/> Other, describe: |
|                         |                  | <input type="checkbox"/> Co-packing at a facility<br><input type="checkbox"/> Field packing on farm<br><input type="checkbox"/> Other, describe: |
|                         |                  | <input type="checkbox"/> Co-packing at a facility<br><input type="checkbox"/> Field packing on farm<br><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

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

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

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

