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 »

Expedited Certification Program

► 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**, or by fax to (831) 423-4528.

► **There are no refunds on expedited services.**

Who is this program for?

► Operations who would like 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 our Regenerative Organic Certified® program, Food Safety programs or reinstatement requests.

How much does the expedited service cost?

- There are no refunds on expedited services and expedited services are billed per inspection.
- New NOP applicants OR Addition of a new NOP scope to your existing CCOF certification: $2,850 includes the application fee.
- Addition of a new facility or equipment: $2,350 includes the add facility or equipment fee.
- New Acreage: $2,125 includes add acreage fee.
- Annual inspection of existing certification: $2,000.
- See the **CCOF Certification Services Program Manual** for details. Expedited services may incur higher than average inspection expenses.

What will CCOF provide?

- Your application receives top priority processing and 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.
- CCOF will review the inspection report and identify outstanding issues or grant certification within eight business days from the date of inspection. *(If a sample is taken during the inspection, the timeline for CCOF to review the inspection report begins the day the sample results are received by CCOF.)*

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.

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

2) Service Requested: ☐ New Application OR Add Scope ☐ Add Facility/equipment ☐ Add Acreage ☐ Annual Inspection

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

CCOF applies a 3% surcharge to each credit card transaction. No additional surcharge is applied to debit card transactions.

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: _____

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CCOF Certification Financial Assistance Application

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

FEE WAIVERS ARE AVAILABLE FOR:

- Beginning Producers in the United States and Mexico
- Hardship – Declared Emergency
- Previously Incarcerated Individuals
- Schools/Nonprofits
- Veterans

CLIENT INFORMATION:

Operation Name _____

Client Code _____

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 _____

New Applicant:

☐ Yes

☐ No

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:

1. For new applicants: for products seeking organic certification, what is the estimated value of products produced over the next twelve months(in U.S. dollars)?

2. For new applicants: How many years has the operation seeking certification been in business?

3. For new applicants: Has your operation been certified in the last two years?

☐ YES ☐ NO

4. For current CCOF members: Is this need related to a State or Federally Declared Emergency? ☐ YES ☐ NO

If yes, what declared emergencywere you impacted by (e.g., wildfire, flood)?Describe your hardship in as much detail as possible. What was the hardship? Who/what did the hardship affect? When did it occur? In what county?

5. Are you a veteran of the armed forces? ☐ YES ☐ NO

6. 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 or mail to CCOF, 877 Cedar Street, Suite 248, Santa Cruz, CA 95060

California Certified Organic Farmers®
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MyCCOF Online Certification Management

INNOVATIVE ONLINE CERTIFICATION TOOLS

Managing your certification just got easier.

MyCCOF is the most powerful tool in certification. Monitor your certification and renewals, access key documents, track the inspection and certification process, respond to action items, search for and add approved materials, and much more—all from your computer, tablet, or phone.

MyCCOF is free for CCOF-certified members. Visit www.ccof.org/myccof to get started.

Use MyCCOF to:

» Track Action Items

Review outstanding requests from CCOF and respond directly, including uploading documents. You can also check on updates you've sent to us.

» Get Your Organic System Plan Online

Download your current OSP in real time, whenever and wherever.

» Find Materials & Track Your Approved List

View the materials CCOF has approved for your operation. Plus, remove, search, and add new materials as you need them!

» Download Certificates

Find your current certificates and download other CCOF certified operation's certificates.

» Monitor Inspections

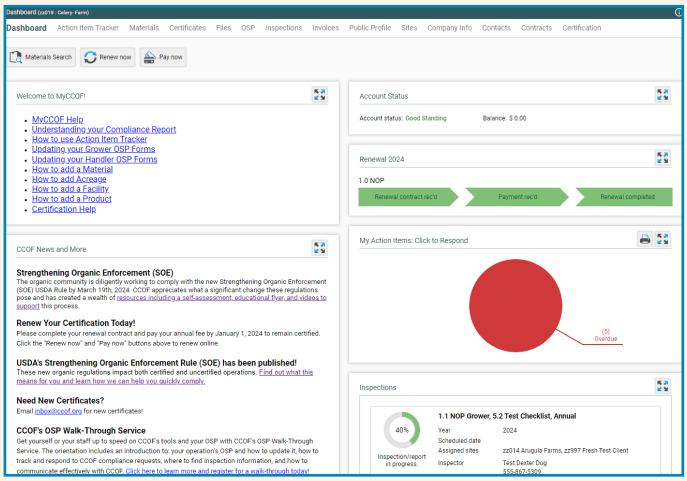
Follow the inspection process. Access inspector contact information, find reports, and stay informed.

» Find Service Staff

Find your CCOF service staff and more.

» Pay Bills

Track invoices and pay online!



» Manage Your Public Profile

Publicize your company, sales methods, and social media sites through our online directory.

» Track Clients & Facilities

Manage several CCOF-certified operations with a single login. Great for consultants and partnerships!

» And More—Continual Improvements

CCOF is dedicated to making certification easy to manage, and we're continually innovating new ways to make MyCCOF even better than before.

Visit www.ccof.org/myccof today to let MyCCOF work for you!

Certified CCOF Organic

RELEASE DATE 11.6.2024

MyCCOF Online Certification Management

Certification Made Simple

OMRI

Certified CCOF Organic

WSDA 100 YEARS

SEARCH

for materials approved for use in organic production.

ADD

new materials to your Organic System Plan (OSP).

Need to add materials to your OSP? It's easier than ever before.

With MyCCOF Materials Search, you'll never again guess if a material has been reviewed. All CCOF internally-reviewed materials, OMRI Products List© materials, WSDA Brand Name List materials, and CDFA Registered organic input materials can be searched in one place. Plus, you can request OSP changes online day or night, from any device.

» Find What You Need in Our Library

View all CCOF internal material review information, plus OMRI Products List© materials, WSDA Brand Name List materials, and CDFA Registered organic input materials. Know what has and has not been approved in the past and view the status of any reviewed material.

» Easily Add to Your OSP

Request addition of materials to your OSP with the click of a button.

» Save Time

No longer is a phone call necessary to add materials. Take control and add to your OSP whenever, wherever; even with a smartphone!

» Get Notifications

See status of materials you have requested and any restrictions on their use.

Do you have current certificates for CCOF certified operations? Access and track them with confidence.

Anyone purchasing organic ingredients will love the "CCOF Certificate Portal" in MyCCOF. This one-of-a-kind service offers tracking and management of CCOF-certificates. Access CCOF certificates today!

» Get the Green Light

Once you have identified a CCOF certified operation to track, you can easily identify their standing: green, yellow, or red indicators allow for quick review of certification status.

» Easier Purchasing

Better tracking maintains integrity. Find all your CCOF-certified supplier data in one place. The CCOF Certificate Portal is a way to track the status of a CCOF certified operation, it is not your Organic System Plan (OSP) and does not reflect your approved suppliers.

» Real-Time Notifications

Receive immediate email notification if any certification status changes.

» Instant Certificates

Track certifications and get your suppliers' certificates as soon as they are created. Conveniently search for certificates by date.

» Faster Inspections

Fly through your inspection with an organized queue of certificates and real-time access to their certification status.

» Organize and Prepare

Never accept an uncertified load again! MyCCOF's "CCOF Certificate Portal" feature will save you time and costly mistakes.

Certified CCOF Organic

Need help getting started? Read our MyCCOF FAQs at www.ccof.org/faq »

RELEASE DATE 11.6.2024

CCOF CERTIFICATION CONTRACT

- ► Please keep a copy of all documents submitted to CCOF for your records.
- ► See **www.ccof.org/faq** or contact us with questions. Find all forms at **www.ccof.org/resources/resource-library**.

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

- CCOF Certification Contract (this 6-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 Handler OSP Forms**
    - **Guide to Livestock Producer OSP Forms**
    - **Guide to Retail Establishment OSP Forms**
- $350 nonrefundable fee due with application:

  ☐ My credit or debit card information is on page 6 ☐ I have included another form of payment

  ☐ I have a discount code: _____

Email to: inbox@ccof.org Or Mail to: CCOF, 877 Cedar Street, Suite 248, Santa Cruz, CA 95060

► How did you hear about CCOF? _____

A. Operation Information

Public information about certified operations is made available at www.ccof.org/resources/member-directory and print directories released by CCOF CS, as well as by the National Organic Program in the Organic Integrity Database (OID). For a complete list of the information provided, please read the "Confidentiality and Public Information, & Data Reporting" chapter in the CCOF Certification Services Program Manual.

1) Registered Legal Business Name: _____

Legal "Doing Business As" (DBA), if applicable): _____

Phone: _____ Website (Optional): _____

Public-Facing Email (Optional): _____

Your public-facing email will be displayed on the OID website and NOP organic certificate only. This email will not receive CCOF communication.

2) Registered Legal Business Address:

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

3) Explain whether the DBA listed above appears in your audit trail records and under what circumstances, e.g., DBA is only used for certain products or markets, or for all products and markets. *DBA names can only be included on your organic certificate if you are operating the same certified legal business entity under a different name. Describe whether the DBA is registered at the state or local level.*

☐ Description attached

_____

4) Legal 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: _____

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5) Physical Location of Your Operation *(required if different from your registered legal business address)*

Where organic production occurs, or records are kept (for importer/broker/trader/private label owners). Your physical location will be inspected and both your physical and mailing address will be listed on your NOP organic certificate. If you do not occupy, lease, or own this location, you are responsible for ensuring that CCOF, CDFA, or USDA can access the location during an unannounced inspection.

☐ Identical to registered legal business address above.

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

6) Mailing Address *(required if different from your registered legal business address or physical address)*

☐ Identical to registered legal business address above.

☐ Identical to physical location above

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

7) Billing Address *(optional)*

Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

8) Preferred language: ☐ English ☐ Español (mayoría de los documentos de CCOF disponibles en español)

9) Preferred method of written communication: ☐ Email ☐ Postal Mail

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?

You must provide CCOF with an adequate response to this question.

☐ Annually ☐ Quarterly ☐ Monthly

☐ Other (describe): _____

C. Contact Information

1) **Primary Contact**

Please designate one person as primary contact. This person's name 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 operation. **All communication will be sent to this contact.**

Name: _____ Title: _____

Phone: _____ Email: _____

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 operation. Check the CC box for contacts that should receive all communication along with the Primary contact listed above. Attach an additional list if necessary.

CC: ☐

Name/Title Phone number Email

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CCOF CERTIFICATION CONTRACT

CC: ☐

Name/Title | Phone number | Email

CC: ☐

Name/Title | Phone number | Email

D. Certification Program Information

1) What types of products does this operation grow, produce, process, handle, or sell? Check one:
☐ Both organic and nonorganic product(s) ☐ Organic product(s) only ☐ Organic and transitional product(s)

2) 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: _____

3) By what date do you anticipate the need for certification? *Month/Day/Year:* _____

The certification process could take 12 weeks or longer. If you need a shorter timeline you can enroll in the ***Expedited Certification Service***.

4) Is this operation currently certified organic?
☐ No ☐ Yes, attach certificate and completed **Certification Transfer Form**.

5) 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 the operation surrender certification with outstanding non-compliances or conditions? ☐ Yes ☐ No
c) Was the operation's application for organic certification ever issued a denial? ☐ Yes ☐ No
d) Did the operation withdraw its application for certification with outstanding non-compliances? ☐ Yes ☐ No

6) If you answered yes to a, b, c, or d above, please list the years and organic certification 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. Refer to the **CDFA Organic Program** webpage or contact your local County Agricultural Commissioner to determine which agency to register with; CDFA or CDPH. List your registration number below (you may only have one registration number). *California Organic Products Act of 2003*

1) CDFA California Organic Program Registration number (grower, post-harvest handling, produce broker). *Example: 12-123456*:

_____

2) CDPH Department of Health Services Organic Registration number (processing). *Example: 12345*:

_____

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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.** Certification fees are confirmed upon application acceptance and may change. **Report all monetary amounts in U.S. dollars (USD).**

1) What is your current or expected total value of certified organic production/sales/services (gross, next 12 months).

_____

a) **If you are a Farm or Livestock operation:** What is your 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) **If you are a Handler, Processor, Private Label Brand Owner, Broker, Importer or other non-farm business:** What is your 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) **If you are a Retail or Restaurant operation:** What is your current or expected number of stores (next 12 months).

_____

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CCOF CERTIFICATION CONTRACT

Operation Name: _____ **Date:** _____

G. 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:** Comply with the requirements set forth in the CCOF GMA Manual.
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. Failure to pay fees as described in the Certification Services Program Manual may result in termination of this contract and surrender of certification.
   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 Services Program Manual.
   o) Agreeing to be legally bound by the “Standards of Behavior” detailed in the CCOF Certification Services Program Manual.

I, the owner or legally authorized representative of the operation, 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. My handwritten signature or typed name entered in the signature field below constitutes my legal signature.

_____

Name/Title **Signature (handwritten or typed)** **Date**

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CCOF CERTIFICATION CONTRACT

Operation Name: _____ **Date:** _____

H. Credit or Debit Card Payment Information

Amount: $		
Card Billing Address:		
City:	State:	Zip code:
Name on Card:	Phone Number:	
Card Number: *CCOF accepts Visa, Master Card, Amex, Discover, or UnionPay credit or debit card types*		
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)*:	
By providing credit or debit card information and signing the Certification Contract and Agreement, you authorize CCOF to charge the card provided for your application fee. A 3% surcharge will be added for credit card transactions. Debit card transactions are not subject to a surcharge.		

I. 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: _____

☐ X (formerly Twitter): _____ ☐ Youtube: _____

2) Sales Methods:

☐ Community Supported Agriculture: _____

☐ Copacking Services: _____

☐ Export/Import: _____

☐ Farmer's Market: _____

☐ Ingredients: _____

☐ Internet: _____

☐ Produce Stand: _____

☐ Retail: _____

☐ Tasting Room/Winery: _____

☐ U-Pick: _____

☐ Wholesale: _____

3) Apprenticeship Options:

☐ Apprenticeship Offered: _____

Terms: ☐ Board ☐ Internships ☐ Wage ☐ Other: _____

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

_____

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- **Complete all Organic System Plan (OSP) section(s) listed for each activity that matches your current organic activities or plans.** Do not 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.

If you do this (more than one may apply)**:**	**Fill out these forms:**
1) Apply for CCOF organic certification.	• **CCOF Certification Contract** • **H5.0 Record Keeping for Handlers** • **Organic Fraud Prevention Plan** (as needed)
2) I am a private label brand owner; I contract other independently certified facilities to produce or label organic product.	• **Product Application** • **H2.0 Organic Products** • **H2.6 Broker Suppliers** (if purchasing or storing ingredients that are sent to co-packer) • Organic product Labels
3) Act as a broker, trader, wholesaler, distributor, or importer of organic products; I do not process, repack, or relabel.	• **H2.5 Brokered Products** • **H2.6 Broker Suppliers**
4) Process, physically handle, or label organic products (for my own brand or for private label brands) at a facility I own or lease.	• **Handler Materials Application (OSP Materials List)** • **Product Application** (not applicable for wineries) • **H2.0 Organic Products** (not applicable for wineries or livestock feed processors) • Organic product Labels
5) Take physical possession of organic products or ingredients at a facility I own or lease.	• **H2.3 Organic Facility** – for each location • **H4.0 Organic Practices** – for each location
6) Use nonorganic processing aids, packaging aids, sanitizers, or other additives in or on organic products.	• **Handler Materials Application (OSP Materials List)** • **Nonorganic Processing Material Affidavit** – for each nonorganic material not previously approved by CCOF, except flavors • **Natural Flavor Affidavit** – for each nonorganic flavor
7) Source ingredients for organic products.	• **H2.0A Ingredient Suppliers** (not applicable for brokers, traders, wholesalers, distributors, importers, livestock handlers, or private label owners who contract other facilities to produce products)
8) Process multi-ingredient organic products.	• **H2.0B Product Formulation** – for each product
9) Package products under a brand or private label owned by someone else.	• **Co-Packer Application** – for each brand owner
10) Source organic products from an uncertified broker, trader, wholesaler, or distributor.	• **Exempt Handler Affidavit** – for each uncertified supplier (CCOF will determine if certification is required)
11) Use an uncertified storage facility to store organic product in sealed, tamper-evident packaging.	• **Exempt Handler Affidavit** – for each uncertified facility
12) Provide processing, handling, toll processing, or fee-for-services for organic products that I do not own or take title to.	• **H2.4 Organic Services** (only applicable for products and services not described on H2.0 Organic Products or H2.5 Brokered Products)
13) Wine – Process or handle wine made from grapes.	• **V2.0 Organic Winery** • **V2.1 Wine & Label Approval** (submit this form & labels once wines are ready to be labeled; wines produced before certification is granted are not eligible to be labeled with organic claims) • **GMA Wine Approval Application** (if exporting wine from US to EU, UK, or Switzerland)
14) Livestock feed – Produce or mill livestock feed or premixes.	• **H2.2 Livestock Feed**

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If you do this (more than one may apply):	**Fill out these forms:**
15) Live animals – I take physical possession or title to live animals for less than one week or I facilitate the sale or trade of live animals.	• **H2.8 Temporary Livestock Management** – complete additional forms as directed on H2.8 *Operations who take physical possession of animals for more than one week complete full Livestock OSP, not this form.*
16) Located in the US and export, design export labels, or sell to a buyer who requires international verification.	• **Global Market Access Program Application** (US exports to Canada, EU, UK, Japan, Korea, Switzerland, Taiwan) • **Mexico Compliance Program Application** (US exports to Mexico)
17) Located in Mexico.	• **Mexico Compliance Program Application**
18) Located in Mexico and export, design export labels, or sell to a buyer who requires international verification.	• **Global Market Access Program Application** (Mexico exports to Canada) • **NOP Import Certificate Request Form** (Mexico exports to the US – once certified, exporter completes prior to each shipment)
19) Provide services to a CCOF certified operation and I want that operation to participate in management of my certification.	• **Contracted Partner Program Application** (Optional)
20) Grow or harvest organic products or ingredients.	• **Guide to Grower OSP Forms** Complete applicable forms as directed
21) Raise organic livestock or take physical possession of animals for more than one week.	• **Guide to Livestock OSP Forms** Complete applicable forms as directed
22) Apply for certification of retail/grocery store or restaurant (not required).	• **Guide to Retail Establishment OSP Forms** Complete applicable forms as directed

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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. Once certified, your CCOF Client Profile lists your facilities, available on MyCCOF.org.

A. General Information

1) Facility Name: _____

Facility Federal Tax ID#: _____

2) Does the operation applying for certification (check one):

☐ Own this facility ☐ Lease this facility

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

3) Is all equipment used to process organic products in place on site?

Inspection cannot occur until the facility is ready for production.

☐ Yes, indicate date when you would like to begin organic production: _____

☐ No, indicate date when facility will be ready for production: _____

4) Is facility information requested below in this section identical to the physical location address provided on your **CCOF Certification Contract**?

☐ Yes. Skip to section B ☐ No

5) Site Address: _____ City: _____

State/Province: _____ Zip/Postal Code: _____ Country: _____

6) Each facility located in California must register with the state prior to first sale ☐ Not applicable, not located in California

a) CDPH (processing) or CDFA (grower, post-harvest handling, produce broker) registration number: _____

7) Contact (Name/Title): _____

8) Phone: _____

9) Email: _____

10) Is this facility currently certified organic by another certifier?

☐ No ☐ Yes, provide name of certifier: _____

11) Has this facility or any responsibly connected person with this facility ever previously applied for organic certification or been granted organic certification by any certification agency? *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 B. ☐ Yes. Complete this section and provide name of certifier: _____

a) Was this facility's organic certification ever suspended or revoked? ☐ Yes ☐ No

b) Was any person responsibly connected to this facility ever suspended or revoked? ☐ Yes ☐ No

c) Did the facility surrender its certification with outstanding noncompliances or conditions? ☐ Yes ☐ No

d) Was the facility's application for organic certification ever issued a denial? ☐ Yes ☐ No

e) Did the facility withdraw its application for certification with outstanding noncompliances? ☐ Yes ☐ No

12) If you answered yes to 11 a, b, c, d, or e above, please list the years and organic certification agencies, attach copies of all letter(s) describing noncompliances, denial, suspension, and/or revocation and a description of all corrective actions:

Year(s): _____ ☐ Letters and corrective actions attached

B. Facility Activities, Site Plan and Product Flow

1) Processing or handling activities, ex: baking, cooling: _____

2) Attach 8.5 x 11" 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

3) 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.*

Operation Name: _____ **Date:** _____

► Complete this form if you are a broker, trader, wholesaler, distributor, or importer of organic products that you do not process, repack, or relabel. If you process, repack, or relabel, complete the **H2.0 Organic Products** instead.

A. Activities

1) Select all that describe your activities:

☐ Broker ☐ Trader ☐ Wholesaler ☐ Distributor

☐ Importer of packaged product (e.g.: retail packaging, produce boxes, drums)

☐ Importer of unpackaged product in shipping containers or totes

☐ Importer of unpackaged product in bulk vessels

☐ Importer of wine labeled for retail

☐ I take title to products ☐ I take physical possession of products ☐ I drop ship products to customers directly from suppliers

☐ I arrange sales between buyers and sellers without taking title or possession

☐ Exclusive sales agent for (operation name): _____

☐ Other (describe): _____

2) Are you a private label brand owner and the products you sell are labeled with your brand name?

☐ No, I am not a brand owner ☐ Yes, I am a brand owner.

a) If yes, are you seeking certification for your private label brand?

☐ Yes. Attach **Product Application** & **H2.0 Organic Products**.

☐ No. Attach an **Exempt Handler Affidavit (EHA)** describing private label owner activities only (not brokering/importing activities). *CCOF will determine if activities require certification.*

B. Harvest and Transportation

1) Do you harvest organic crops and/or contract out harvest of organic crops?

Organic certificates must list harvested parcels. Records must list harvested parcels and show that harvest equipment is cleaned or purged.

☐ No ☐ Yes. Complete sections A & B on **G6.1 Harvest & Transport**

2) Do you work with any of the following uncertified operations: transporters, transloaders, logistics brokers, or freight forwarders?

☐ Yes ☐ No, transporters, transloaders, logistics brokers, and freight forwarders are certified organic

a) If yes, do any transporters, transloaders, logistics brokers, or freight forwarders do any of the activities listed below:

☐ No additional handling

*If any of the following are checked, certification of the transporter is required. See the **Exempt Handler Affidavit** (EHA) for more details on activities performed by transporters that may require certification.*

☐ Enclose, or open packages or containers ☐ Relabel, repack, or package

☐ Sort, recondition, cull, ice, hydro cool, hydro vacuum ☐ Treat or wash organic products

☐ Other handling (describe): _____

3) Are any products unpackaged (ex: tankers, railcars, vessel cargo holds)?

☐ No ☐ Yes

All facilities where unpackaged products are transferred from the transportation vehicle into storage must be certified organic, list storage facilities in section C below.

a) If yes, do transporters combine, split, or containerize products?

If transporters combine, split, or containerize on your behalf, this activity must be described in your OSP or the transporter must be certified.

☐ No ☐ Yes, describe: _____

4) How do you ensure contamination was prevented during transport, both incoming and outgoing (e.g. prevent contact with sanitizer residue, gases, liquids)? Select all that apply.

You must request and maintain transporter records. Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Clean truck affidavit ☐ Cleaning and sanitizing material records ☐ Certified supplier provides documentation

☐ Truck cleaning procedures ☐ Wash tags ☐ Tanker Seals ☐ Marine Surveyor report for vessel cargo hold

☐ Other (describe): _____

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5) How do you ensure organic products are not commingled with nonorganic during transport, both incoming and outgoing? Select all that apply.

You must request and maintain transporter records. Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Not applicable, only source certified organic products
☐ Distinctly labeled or marked containers ☐ Closed containers ☐ Transported at different times ☐ Visually distinct
☐ Shipped on separate, marked vehicles ☐ Shipped from separate destinations
☐ Other (describe): _____

C. Storage Facilities

1) If you take physical possession of products at a facility that you lease or own, are all 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.
☐ 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 is required.*
☐ Products are in sealed and tamper-evident packaging. Attach an **Exempt Handler Affidavit (EHA)**. *Storage facility inspection not required.*

2) If off-site facilities that you do not lease or own are used to store organic products, complete this table, or attach a list with this information.

☐ Not applicable, no off-site storage ☐ List Attached

Storage Facility Name & Location	Ingredients/Products Stored	Documentation
		☐ *OC** ☐ *EHA***
		☐ *OC** ☐ *EHA***
		☐ *OC** ☐ *EHA***
		☐ *OC** ☐ *EHA***
		☐ *OC** ☐ *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.*

Operation Name: _____ **Date:** _____

- Complete this table if you are a broker, trader, wholesaler, distributor, or importer of organic products that you do not process, repack, or relabel.
- Also complete this table if you are a private label brand owner who purchases or stores ingredients that are sent to your co-packer.
- List your organic suppliers and products in the table on the next page. An **Excel version** of this document is available online or by contacting CCOF.
- Once certified, you are only approved to sell the organic products listed on your CCOF Client Profile, available on **MyCCOF.org**.

  Products will appear on your CCOF Client Profile (certificate addendum) and in USDA's Organic Integrity Database (OID). CCOF reserves the right to modify product listings to reflect naming conventions. Brand names will not be listed on your CCOF Client Profile unless requested.
- Update this table as you add new suppliers. Highlight new suppliers or products in yellow and removed suppliers or products in blue to simplify updates.

1. Attach organic certificates for all certified suppliers. ☐ Certificates attached

   Certificates must be dated within the last 15 months and must list the specific product you source. For USDA NOP certified suppliers, refer to Organic Integrity Database (OID) for 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, list both the uncertified supplier and the certified supplier in the Supplier column. Attach a **Exempt Handler Affidavit (EHA)** for each uncertified supplier. *Products 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

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Supplier *Match name on organic certificate & invoice*	**Supplier NOP ID #** *Or link to OID listing*	**Product** *List one product per line, match organic certificate, optional to include brand name (if any)*	**USA Product Claim** *Made w/ organic[1]* *Organic* *100% Organic[2]*	**Packaging Form** *Retail[3]* *Nonretail[4]* *Unpackaged*	**Do you import[5] this product?** *(Yes, No)*	**Country where supplier is located**	**Export Market** *International market you export to*	**CCOF approved?**
Ex: Gatto Nero Winery	*2381823481*	*Ex: 2025 Chianti – Gatto Nero brand*	☒ Made w/ organic[1] ☐ Organic ☐ 100% Organic[2]	☒ Retail[3] ☐ Nonretail[4] ☐ Unpackaged	*Yes*	*Ex: Italy*	*Ex: Canada, Japan*	
			☐ Made w/ organic[1] ☐ Organic ☐ 100% Organic[2]	☐ Retail[3] ☐ Nonretail[4] ☐ Unpackaged				
			☐ Made w/ organic[1] ☐ Organic ☐ 100% Organic[2]	☐ Retail[3] ☐ Nonretail[4] ☐ Unpackaged				
			☐ Made w/ organic[1] ☐ Organic ☐ 100% Organic[2]	☐ Retail[3] ☐ Nonretail[4] ☐ Unpackaged				
			☐ Made w/ organic[1] ☐ Organic ☐ 100% Organic[2]	☐ Retail[3] ☐ Nonretail[4] ☐ Unpackaged				
			☐ Made w/ organic[1] ☐ Organic ☐ 100% Organic[2]	☐ Retail[3] ☐ Nonretail[4] ☐ Unpackaged				
			☐ Made w/ organic[1] ☐ Organic ☐ 100% Organic[2]	☐ Retail[3] ☐ Nonretail[4] ☐ Unpackaged				
			☐ Made w/ organic[1] ☐ Organic ☐ 100% Organic[2]	☐ Retail[3] ☐ Nonretail[4] ☐ Unpackaged				
			☐ Made w/ organic[1] ☐ Organic ☐ 100% Organic[2]	☐ Retail[3] ☐ Nonretail[4] ☐ Unpackaged				
			☐ Made w/ organic[1] ☐ Organic ☐ 100% Organic[2]	☐ Retail[3] ☐ Nonretail[4] ☐ Unpackaged				
			☐ Made w/ organic[1] ☐ Organic ☐ 100% Organic[2]	☐ Retail[3] ☐ Nonretail[4] ☐ Unpackaged				

[1] "Made with organic" is only allowed in USA and Mexico.
[2] "100% Organic" is only allowed in USA and Mexico. Products labeled 100% Organic must be listed as 100% organic on the supplier's organic certificate.
[3] Retail = Containers intended to be purchased and consumed by a final consumer (retail purchaser). Refer to NOP 205.303-311 for labeling requirements.
[4] 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.
[5] 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 both the importer and the seller in the Supplier column. 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. Additional information may be required for nonresident importers.

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Operation Name: _____ **Date:** _____

- Complete this form if you process organic products or take physical possession of products you sell or distribute.
- You must prevent commingling (mixing) of organic with nonorganic and prevent contamination of organic products with prohibited materials. Commingling and contamination must be prevented the entire time product is under your control, including during transport, receiving, storage, handling, processing, and shipping.
- You must prevent contamination of organic products with materials used to clean your facility and equipment or used as pest control in your facility.

Facility this form applies to: _____

A. Harvest

1) Do you harvest organic crops and/or contract out harvest of organic crops?

Organic certificates must list harvested parcels. Records must list harvested parcels and show that harvest equipment is cleaned or purged.

☐ No ☐ Yes. Complete sections A & B on **G6.1 Harvest & Transport**

B. Receiving

1) Do you receive products that were handled by any of the following uncertified operations: transporters, transloaders, logistics brokers, or freight forwarders?

☐ Yes ☐ No, transporters, transloaders, logistics brokers, and freight forwarders are certified organic

a) If yes, do any transporters, transloaders, logistics brokers, or freight forwarders do any of the activities listed below:

☐ No additional handling

*If any of the following are checked, certification of the transporter is required. See the **Exempt Handler Affidavit** (EHA) for more details on activities performed by transporters that may require certification.*

☐ Enclose, or open packages or containers ☐ Relabel, repack, or package

☐ Sort, recondition, cull, ice, hydro cool, hydro vacuum ☐ Treat or wash organic products

☐ Other handling (describe): _____

2) Do you receive any unpackaged products (ex: tankers, railcars, vessel cargo holds)?

☐ No ☐ Yes

All facilities where unpackaged products are transferred from the transportation vehicle into storage must be certified organic.

a) If yes, do transporters combine, split, or containerize products?

If transporters combine, split, or containerize on your behalf, this activity must be described in your OSP or the transporter must be certified.

☐ No ☐ Yes, describe:

_____

3) How do you ensure contamination was prevented during transport (e.g. prevent contact with sanitizer residue, gases, liquids)? Select all that apply.

Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Clean truck affidavit ☐ Cleaning and sanitizing material records ☐ Certified supplier provides documentation

☐ Truck cleaning procedures ☐ Wash tags ☐ Tanker Seals ☐ Marine Surveyor report for vessel cargo hold

☐ Other (describe): _____

4) How do you ensure organic products are not commingled with nonorganic during transport? Select all that apply.

Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Not applicable, I only source certified organic products

☐ Distinctly labeled or marked containers ☐ Closed containers ☐ Transported at different times ☐ Visually distinct

☐ Shipped on separate, marked vehicles ☐ Shipped from separate destinations

☐ Other (describe): _____

C. Storage & Processing

1) Do you (check one or both):
   ☐ Own the products processed here ☐ Provide processing services
2) Is this facility:
   ☐ Organic only. Skip to section D. ☐ Organic and nonorganic
3) Do you process or handle nonorganic products identical to organic products?
   ☐ No ☐ Yes, list products: _____
4) How do you ensure organic products are not commingled (mixed) with nonorganic products in storage? Select all that apply:
   ☐ All products sealed and labeled as organic
   ☐ Organic stored above nonorganic
   ☐ Storage areas dedicated to, and identified as, organic
   ☐ Other (describe): _____
5) For materials used in or on **nonorganic** products in this facility, describe below how you prevent accidental use during organic processing, and how this can be verified at inspection:

_____

D. Packaging & Shipping

1) Are all packaging materials free of prohibited materials (ex: fungicides, preservatives, fumigants)? Contact packaging manufacturer if you are unsure.
   ☐ Yes ☐ Not applicable, no packaging
2) Do you use "active packaging" that emits or releases chemicals into organic products, e.g. ethylene scavengers, antimicrobial, or antioxidants? *This type of packaging is likely prohibited because active agents migrate into the organic product.*
   ☐ No ☐ Not applicable, no packaging ☐ Yes. Provide complete packaging information.
3) Do you ship products via any of the following uncertified operations: transporters, transloaders, logistics brokers, or freight forwarders?
   ☐ Yes ☐ No, transporters, transloaders, logistics brokers and freight forwarders are certified organic
   a) If yes, do any transporters, transloaders, logistics brokers, or freight forwarders do any of the activities listed below:
      ☐ No additional handling
      *If any of the following are checked, certification of the transporter is required. See the **Exempt Handler Affidavit** (EHA) for more details on activities performed by transporters that may require certification.*
      ☐ Enclose, or open packages or containers ☐ Relabel, repack, or package
      ☐ Sort, recondition, cull, ice, hydro cool, hydro vacuum ☐ Treat or wash organic products
      ☐ Other handling (describe): _____
4) Do you ship any unpackaged products (ex: tankers, railcars)?
   ☐ No ☐ Yes
   All facilities where unpackaged products are transferred from the transportation vehicle into storage must be certified organic. Transport containers must identify the product as organic and display the production lot number, shipping identification, or other unique information that links the container to audit trail documentation.
   a) If yes, do transporters combine, split, or containerize products?
      If transporters combine, split, or containerize on your behalf, this activity must be described in your OSP or the transporter must be certified
      ☐ No ☐ Yes, describe:

_____

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5) How do you ensure contamination will be prevented during transport (e.g. prevent contact with sanitizer residue, gases, liquids)? Select all that apply.

Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Clean truck affidavit ☐ Cleaning and sanitizing material records ☐ Certified supplier provides documentation
☐ Truck cleaning procedures ☐ Wash tags ☐ Tanker Seals ☐ Marine Surveyor report for vessel cargo hold
☐ Other (describe): _____

6) How do you ensure organic products will not be commingled with nonorganic during transport? Select all that apply.

Transporter records must be available for review at inspection and must identify (link back to) the last certified handler.

☐ Not applicable, only shipping certified organic products
☐ Distinctly labeled or marked containers ☐ Closed containers ☐ Transported at different times ☐ Visually distinct
☐ Shipped on separate, marked vehicles ☐ Shipped from separate destinations
☐ Other (describe): _____

E. Water and Water Additives

Water used in organic production must be potable and meet Safe Drinking Water Act (SDWA) standards.

1) Is water used as an ingredient or do you use water to wash organic products, ex: wash or flume water or crops washed in the field?
☐ No. Skip to question E4. ☐ Yes. Complete this section.

2) If you treat water on-site (ex: Reverse Osmosis, UV, carbon filtration, water softeners, pH adjustment), does treated water meet Safe Drinking Water Act Standards? Contact treatment manufacturer if you are unsure.
☐ Yes. *CCOF may request documentation that treated water meets Safe Drinking Water Act standards.*
☐ Not applicable, water is not treated.

3) For water used to wash organic products, do you add any materials to the water, ex: peracetic acid, hydrogen peroxide, chlorine?
☐ No, no materials added to wash or flume water. Skip to question E4.
☐ Yes. List materials on your **Handler Materials Application (OSP Materials List)**.
   a) Do you add chlorine to water that directly contacts organic products?
   ☐ No ☐ Yes. Attach records or SOP used for monitoring chlorine. 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

4) Does steam contact organic products or interior of packaging?
☐ No. Skip to section F. ☐ Yes
   a) If yes, describe how steam is used, ex: steam cooking of product, interior of packaging steam application.
   _____
   b) If yes, and boiler chemicals are used, list materials on your **Handler Materials Application (OSP Materials List)**.
   ☐ Attached ☐ Not applicable, no boiler chemicals used
   c) If volatile boiler chemicals are used, describe how you prevent organic products from contacting volatile boiler chemicals, e.g., by shutting off boiler chemical feed prior to organic runs (specify # of hours) and conducting condensate tests: ☐ Attached
   _____

F. Equipment Cleaning, Sanitization & Monitoring

1) In the table below, list all equipment and surfaces that contact organic products during **receiving, handling, processing, transport, or storage,** including grading or sampling equipment. Include equipment cleaning and sanitization that happens before organic runs or provide this information as an attachment (e.g.: SSOP for organic): ☐ Attached

Organic Equipment/Contact Surface *(ex: totes, processing lines, reused storage containers)*	**Cleaned? (Y/N)**	**Purged*? (Y/N)**	**Documentation** *(ex: wash tag, cleaning/production log)*

**Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned).*

2) If any surfaces listed above are NOT either cleaned or purged prior to each organic run, explain why not:

3) If equipment is purged* between runs, describe the purge procedure, including the product and quantity purged how you determined this quantity was sufficient, where purged product goes, and how the purge is documented. **Purge – To expel nonorganic product prior to processing organic product from food processing equipment (when equipment cannot be cleaned). Review equipment manuals for recommended purge quantities.*

☐Not applicable, all equipment is cleaned ☐ Attached

4) How do you ensure cleaner and sanitizer residues are removed from organic contact surfaces? List each material on your **Handler Materials Application (OSP Materials List)**.

☐ Rinsing (required for detergents/cleaners and quaternary ammonia)

☐ Air dry or rinse of alcohol sanitizers

☐ Chlorine, peracetic acid, citric acid, hydrogen peroxide, phosphoric acid, and ozone sanitizers – no rinse or air dry required

a) Residue Testing: ☐ Not applicable ☐ pH ☐ Quaternary Ammonia

☐ Other testing: _____

5) If cleaning is NOT documented, explain how cleaning is known to be completed, e.g. regular staff training in standard operating procedure:

G. Facility Pest Management & Monitoring

1) Which of the following management practices do you use to **prevent** pests? You must use at least one:
   - ☐ Remove pest habitat, food sources, and breeding areas
   - ☐ Prevent access to handling facilities
   - ☐ Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)
   - ☐ Other (describe): _____

2) Which of the following practices do you use to **control** pests in organic production and storage areas?
   - ☐ Not applicable, none used
   - ☐ Mechanical or physical controls, including traps, light, or sound
   - ☐ Pheromones, lures, and/or repellents using nonsynthetic or synthetic substances consistent with the National List. If used in organic production and storage areas, list these on your **Handler Materials Application (OSP Materials List)**.

3) Are the measures listed above sufficient to prevent or control pests?
   ☐ Yes ☐ No ☐ Not applicable, none used
   a) If no, list pest control materials **from the National List** that you apply in organic production and storage areas on your **Handler Materials Application (OSP Materials List)**. ☐ Attached
   Prevention and control methods described in G1 and G2 above must be implemented before other National List materials may be used. See the Handler Materials Application (OSP Materials List) for a list of National List materials.

4) Are National List materials sufficient to prevent or control pests in organic production and storage areas?
   ☐ Yes ☐ Not applicable, none used ☐ No, other pest control materials needed

5) If you plan to use non-National List pest control materials, describe why the preventative practices, mechanical or physical controls, and National List materials are not effective to prevent or control pests at your facility. List pest control materials **not on the National list** that you apply in organic production and storage areas on your **Handler Materials Application (OSP Materials List)**.
   ☐ Letter of justification attached, see **example** on CCOF website ☐ Not applicable, no non-National List materials used

   _____

6) How do you prevent pest control materials applied via fumigation, fogging, and/or spray from contaminating organic products, ingredients, and packaging materials? Select all that apply.
   You must protect organic production areas, products, and packaging from contamination from all facility pest control materials.
   - ☐ Not applicable, no fumigation, fog, or spray used
   - ☐ Remove organic product and packaging from areas to be treated
   - ☐ Cover equipment used for organic handling during treatment
   - ☐ Other (describe): _____

7) After fumigation, fogging or spray, how do you ensure pest control materials are removed from any equipment present during fumigation or fogging? Select all that apply.
   You must protect organic products from contamination from all facility pest control materials.
   - ☐ Not applicable, no fumigation, fogging, or spraying
   - ☐ Not applicable, no equipment present during fumigation/fogging
   - ☐ Wash and rinse organic contact surfaces after treatment
   - ☐ Purge equipment with nonorganic product after treatment (describe):

     _____
   - ☐ Other (describe): _____

8) How do you record pest control material use and measures taken to protect organic products or packaging? Select all that apply.
   You must document pest control activities and protection of organic.
   ☐ Pesticide Use Log ☐ Log describing removal/reentry of products and packaging ☐ Purge log
   ☐ Other (describe): _____

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Operation Name: _____ **Date:** _____

An "Audit Trail" or "trace-back" system documents the source (certified supplier), purchase or acquisition, transfer of ownership, physical and financial possession, receipt, handling, production, processing, contractual oversight responsibilities, sale, and transportation of organic products. Records must disclose all activities and transactions in enough detail to be readily understood and audited. Records must show compliance with organic requirements and be kept for at least five (5) years. Records must identify (link back to) the last certified operation in the supply chain and must identify products as organic.

► Complete a separate **H5.0 Record Keeping** form for each process or product when different record keeping systems are used.

Facility, product, or process covered by this plan:

_____

A. Location of Records

CCOF will inspect your records location. A knowledgeable authorized contact must be physically present at your records location at your first inspection.

1) What formats are your records in? Select all that apply.

☐ Physical paper records

☐ Digital records available only at the records location listed below

☐ Digital records available online from any computer

☐ Other (describe): _____

2) List the location where all organic records are available every day and can be reviewed during on-site (in person) inspections.

☐ Records address is the same as the physical location address on my **CCOF Certification Contract**. *Skip to section B.*

Address (if different from main physical address): _____

City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Contact(name/title): _____

Phone: _____ Fax: _____ Email(s): _____

3) Which authorized contact(s) can be physically present at the records location?

Name(s): _____

4) Is there anything else we should know about your records or the location(s) where they are held? Please describe below.

_____

B. Lot Numbering

1) Describe your lot numbering system for finished products or attach a description. If you do not process products and use your supplier's lot number, describe their system. ☐ Description attached

*EXAMPLE: **Lot Number**: 23123A045*

Code	*23*	*123*	*A*	*O*	*45*
Signifies	*Year: 2023*	*Julian date of production*	*Shift*	*Organic*	*Plant location*

Lot Number: _____

Code						
Signifies						

2) How do nonretail containers identify the organic status of the product, including temporary signage applied to unpackaged product during shipping and storage? Select all that apply.

Non-retail containers are any container used to ship or store organic products, other than containers used for retail sale. All nonretail containers must identify product as organic. If nonretail container holds retail labeled product and organic status on retail label is visible through the nonretail container, nonretail container is not required to also identify product as organic.

☐ 'Organic', 'Org', 'O', 'OG', 'MWO' ☐ CCOF seal ☐ USDA seal ☐ "Certified organic by CCOF" statement

☐ Nonretail container holds product packaged for retail sale & organic status is visible through nonretail label

☐ Other (describe): _____

3) Where does lot number, shipping identification, or other unique information appear? Select all that apply.

All nonretail containers used to ship or store organic products must display lot number, shipping identification, or other unique information that links to audit trail documentation.

☐ Printed on retail label

☐ Printed on nonretail shipping container or package

☐ Other (describe): _____

4) How is lot number, shipping identification, or other unique information linked to audit trail documentation associated with outgoing shipments? Select all that apply.

☐ On invoice or Bill of Lading ☐ On a "pick list" or "ship list"

☐ Other (describe):

_____

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C. Tracking Organic Products

1) Describe or attach a diagram of how your audit trail trace-back system tracks finished products from the last certified operation, through transport, storage, inbound receiving, production or packing to final outbound shipping or invoice.

☐ Description or diagram attached

Audit trail systems include the following elements:

a) **Chain of custody and shipping documents** – Documents include both internal documents you generate as well as external documents generated by the last certified organic operation. Common audit trail documents:
   - Bills of Lading (BOL), purchase orders, invoices, contracts, packing slips, certificate of analyses, product specification sheets, receiving logs, inventory logs, batch records, manifests, shipping and delivery records (field ticket, weigh tickets, scale tickets, receipts, tags), chain of custody, truck and trailer numbers, clean truck affidavits.

b) **Uncertified operations** – Additional audit trail information is required for each shipment that is handled by an uncertified handler, refer to the **Exempt Handler Affidavit** (EHA). Sourcing from uncertified handlers requires additional audit trail verification at inspection.
   - Documents from exempt, uncertified handlers must identify (link back to) the last certified operation in the supply chain
   - Documents generated by the last certified operation proving purchase, delivery, and/or transfer to the uncertified handler must be included for each shipment.
   - Your receiving procedures must include verification and documentation of the last certified operation.
   - If product passes through multiple uncertified handlers in sequence, documents must trace through all uncertified handlers back to the last certified handler.

c) **Imports to the US** – Organic imports must be clearly identified and marked as organic on all import documents, including U.S. Customs and Border Protection (CBP) entry data.
   - NOP Import Certificate must be associated with each shipment.
   - Additional documentation for each shipment may include, but are not limited to: import permits (should identify the certified importer of record), phytosanitary certificates, fumigation certificates (if fumigated, both pre- and post-arrival), transaction certificates, CBP Forms 3461 and 7501, commercial invoices, export packing list, Certificate of Origin, Bill of Lading, Waybills/Air Waybills, AMS Inspection Certificate, Charter Party, Marine Surveyor report (for bulk vessel shipments, to document cleaning), transaction certificate issued in the APEDA TraceNet system for shipments from India.

d) **Exports**
   - Shipments from the **US** to other countries – CCOF-issued export certificates may be reviewed as part of your in/out mass balance during inspection.
   - Shipments from **Mexico to the US** – Each shipment must be associated with an NOP Import Certificate. You must request an NOP Import Certificate from CCOF prior to shipment. Audit trail documentation showing that exported products were not treated at any point in the product's movement across country borders must be maintained and verified at inspection.

2) Attach sample audit trail documents to demonstrate your system. ☐ Documents attached
   - All audit trail records and documents must identify products and ingredients as "100% Organic", "Organic", "Made with Organic…" or easily understood abbreviation or acronym, e.g. 100% OG, Org, MWO.
   - Documents must identify (link back to) the last certified operation in the supply chain that handled the organic product.
   - Product label must link to documentation via lot number, shipping identification, or other unique identification printed on the label.
   - Documentation must be sufficient to determine the source, transfer of ownership, and transportation of the organic product.

3) **In/out mass balance** – Which operation maintains inventory of your organic products?

CCOF inspectors will review your records to track inventory to verify that you received sufficient organic products to account for final production, sale, or transportation of organic products.

☐ Inventory stored and reported by my operation
☐ Inventory stored and reported by co-packer(s)
☐ Inventory stored and reported by exempt uncertified facilities
☐ My operation does not carry or maintain any inventory
☐ Other (describe):

_____

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4) **In/out mass balance** – How often is physical inventory performed to reconcile with records? Select all that apply.

Even if your operation does not physically store products, you must request inventory records from the location where products that you own are stored.

☐ Monthly ☐ Quarterly ☐ Annually ☐ My operation does not carry or maintain any inventory

☐ Other (describe):

D. Supply Chain Overview & Fraud Prevention

You must implement monitoring practices and procedures to verify suppliers in the supply chain and organic status of agricultural products received to detect and prevent organic fraud. You must also implement monitoring practices and procedures to verify that your plan is effectively implemented.

A fraud prevention plan must be appropriate to the activities, scope, and complexity of the operation, and should be sufficient to address the verification and anti-fraud needs of the particular operation. This means not all fraud prevention plans will be alike.

For example, a processor that receives many organic ingredients from numerous suppliers should develop a fraud prevention plan that describes practices to detect, prevent, minimize, and mitigate organic fraud risks in lengthy supply chains. Because fraud prevention plans must verify the organic status of suppliers and organic products, they should include a description of how an operation verifies organic status back to the last certified operation in the supply chain.

1) According to the best practices described by the NOP, an Organic Fraud Prevention Plan may include the elements identified in the table below. Use the table as a guide when building your Organic Fraud Prevention Plan. Select the relevant check box below and attach your Organic Fraud Prevention Plan.

☐ I completed the **CCOF Organic Fraud Prevention Plan** worksheet, attached.

☐ I have updated my existing food safety programs (HACCP/HARPC Plan, Food Safety Plan, Food Defense Plan, Supplier Verification Program, Food Fraud Prevention, or other Prerequisite Programs). Attach a description of where and how applicable elements below have been incorporated into your system.

☐ I have written my own Organic Fraud Prevention Plan using applicable elements below as a framework. My plan is attached.

	Supply chain oversight and organic fraud prevention may include:
A	Supply chain map. *Required.*
B	Practices for verifying the organic status of any product you acquire and/or use. *Required.*
C	A process to verify suppliers and minimize supplier risk to organic integrity. *Required.*
D	A vulnerability assessment to identify weaknesses in your practices and supply chain.
E	Identification of critical control points in the supply chain where organic fraud or loss of organic status are most likely to occur and mitigation measures.
F	Monitoring practices, corrective actions, and verification tools to assess the effectiveness of mitigation measures.
G	A process for reporting suspected organic fraud to certifying agents and the NOP. *Required.*

E. Imports

Each shipment of imported organic product must be associated with a valid NOP Import Certificate.

- *The exporter must request a NOP Import Certificate from their certifier prior to shipment.*
- *The importer must declare the shipment as organic and enter the NOP Import Certificate number into the U.S. CBP Automated Commercial Environment (ACE) database.*
- *The importer must also retain a copy of the NOP Import Certificate.*
- *Shipments that arrive without a NOP Import Certificate must not be sold as organic, they must be re-exported, donated, or destroyed.*
- *Importers must notify CCOF of any shipments received without a NOP Import Certificate and provide evidence of re-export (CBP 7512 form and Export Booking Confirmation), donation, or destruction (CBP Certificate of Destruction).*

1) Do you import any organic products into the United States?

Importers of organic products into the United States must be certified. You must maintain organic certificates for all importers you source from.

Select all that apply:

☐ Yes, I import organic products, I am the importer of record. Continue to question E2

Importer of record = the entity legally responsible for the product entering the US.

☐ No, no imported products. Stop, this form is complete.

☐ No, I purchase imported products from a certified organic importer. Stop, this form is complete.

List importers who take title on your supplier list (H2.0A or H2.6).

If your supplier purchases imported products, you are not required to know the identity of the importer or maintain their organic certificate. Your supplier is responsible for that information.

Customs broker must be certified if they act as the importer of record or take ownership of products not in sealed tamper-evident retail packaging.

☐ No, I receive imported products from a certified organic importer who does not take title. Stop, this form is complete.

Importers who do not take title do not need to be listed on your supplier list (H2.0A or H2.6) but are still required to be certified and you must maintain their organic certificates. Supplier list (H2.0A or H2.6) must list certified seller (not importer) and you must also maintain seller's organic certificate.

Customs brokers must be certified if they act as the importer of record.

2) Are phytosanitary certificates required for any of your imported commodities?

☐ No ☐ Yes. *Have all phytosanitary certificates available at inspection.*

3) Pre- and post-arrival – How do you verify that imported products had no contact with prohibited substances or exposure to ionizing radiation? (Check all that could apply.)

If treatment is required, you must notify CCOF and have all treatment documentation available at inspection. Product treated with prohibited materials or exposed to ionizing radiation must be sold as conventional, destroyed or returned to the exporter.

☐ Standard Operating Procedure is attached.

☐ For products with Conditions of Entry, only organic compliant methods are used (ex: cold storage, carbon dioxide).

☐ I am notified of shipments that require treatment. For products that require treatment, only organic compliant methods are used (ex: cold storage, carbon dioxide).

☐ I am notified of shipments that require treatment. If prohibited substances or ionizing radiation is used, I will notify CCOF and have all treatment documentation and evidence that contaminated products were not sold as organic available at inspection.

☐ Other (describe): _____

Organic Fraud Prevention Plan

Operation Name: _____ **Date:** _____

Use this worksheet to describe the monitoring practices and procedures you use to verify suppliers in the supply chain and the organic status of agricultural products received to detect and prevent organic fraud. Also describe the monitoring practices and procedures performed to verify that your plan is effectively implemented.

- ► You are responsible for using appropriate and effective means to prevent organic fraud in your supply chain. Your fraud prevention plan should reflect the activities, scope, and complexity of your supply chain.
- ► This form, including any addendums, may serve as your Organic Fraud Prevention Plan if you do not have organic fraud prevention integrated into your food safety program and are not enrolled in the OTA Fraud Prevention Solution program.
- ► An Organic Fraud Prevention Plan is a living document that should be updated as needed to reflect changing circumstances, ingredients, business practices, supply chains etc.

Not all Organic Fraud Prevention Plans will be alike. According to the best practices described by the NOP, an Organic Fraud Prevention Plan may include the elements identified below.

A. Supply chain map

1) Attach a map of your supply chain, beginning with the certified operations before you in the supply chain and ending with certified operations that you sell or ship organic products to. You do not need to submit a separate map for each ingredient unless supply chains are significantly different.
   - Include steps that happen off-site, such as transportation and storage.
   - If product moves through different facilities, describe the flow across different facilities.
   - Indicate when the product changes ownership, including any importing or exporting.

   ☐ Supply chain map attached

B. Practices for verifying the organic status of any product you acquire and/or use

- ► You must maintain organic certificates for all suppliers, importers, contracted co-packers, certified private label brand owners, storage facilities, and any other certified organic operation you work with.
- ► You must ensure that all certificates are current (issued within the last 15 months) and complete; listing specific products/crops/parcels/brands. If you export product, certificate must list export market compliance.
- ► For USDA NOP certified operations, refer to Organic Integrity Database (Integrity) for overall certification status. Product listings may need to be requested separately from the operation.

1) Your monitoring system must verify that all suppliers and other organic operations you work with are currently certified for the ingredients/products you source, and/or products they produce for you, and/or products you produce for them.

   a) How frequently do you review organic certificates? *Annual verification is required at a minimum.*

   ☐ With each shipment ☐ Monthly ☐ Quarterly ☐ Annually

   ☐ Other (describe):

   _____

   b) Attach or describe your monitoring system. *Be prepared to demonstrate your system at inspection.* ☐ Attached

   _____

2) At receiving, how do you monitor and verify that incoming organic products are from approved suppliers and are organic? Check all that apply or attach a description. ☐ Not applicable, I do not take physical possession.

   Receiving records must be available for review at inspection and must link back to the last certified handler.

   ☐ Approved organic supplier list verified against bill of lading (BOL) or packaging/container labels

   ☐ Current organic certificate required with each shipment, supplier verified as approved, certificate verified to list product received

   ☐ Other (describe):

   _____

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C. A process to verify suppliers and minimize supplier risk to organic integrity

► Before sourcing from new suppliers or working with any other organic operation, you must review their organic certificate to ensure it is current (dated within the last 15 months) and complete; listing specific products/crops/parcels/brands. If you export product, the organic certificate must list export market compliance.

► New suppliers and other organic operations you work with must be added to your OSP.

1) Do you have a supplier approval program in place to identify, evaluate, and approve new organic suppliers and any other certified organic operation you may work with? *Be prepared to demonstrate your system at inspection.*

☐ Yes ☐ No. If no, explain why not:

_____

2) What is included in your organic supplier approval program? Select all that apply:

☐ Verification that the supplier's current organic certificate was issued within the last 15 months, includes the list of certified products, and identifies the products I source from them.

☐ Verification that supplier agrees to meet product specifications for each shipment of product.

☐ Verification that the supplier participates in 3rd party food safety audits (GFSI or other) and has a passing score that will be provided to my operation annually.

☐ Verification that the supplier can meet my quality and quantity demands.

☐ Verification that the supplier agrees to provide timely organic certificate updates at least annually, or upon demand as needed.

☐ Verification that supplier can provide product residue sampling results on agreed upon schedule (every shipment, one shipment per week, quarterly samples, etc.).

☐ Verification that the supplier will immediately provide written notification of any positive residue results linked to product purchased by or received by my operation.

☐ Verification that supplier agrees to annual on-site inspections by representative of my operation.

☐ Verification that CCOF approves the supplier as part of my OSP supplier list (or other OSP section, as applicable).

☐ Other, please describe:

_____

3) How often do you switch suppliers, add new suppliers, make one-off purchases or do "spot purchasing"?

Frequent changes may result in increased risk of receiving fraudulent products. CCOF may conduct additional audit trail verification at inspections.

☐ Daily or Weekly ☐ Monthly or Quarterly ☐ Annually ☐ Rarely or Never

D. Vulnerability assessment to identify weaknesses in your practices and supply chain

► Assess the following areas for vulnerabilities where fraud has a greater chance to occur. Each area includes examples of criteria you may consider when conducting your vulnerability assessment.

1) **Product assessment** – Consider qualities that are intrinsic to the product (packaging, geopolitical, socio-economic, agronomic):

- *High risk examples*: Product has history of fraud, product is bulk/unpackaged, product comes from an area of political unrest/uncertainty, drastic increases or fluctuations in price, high demand, recent production challenges (e.g. flooding, pests), large fluctuations in production volume, or large disparity between organic and nonorganic pricing.
- *Low risk examples*: Product packaged in sealed and tamper evident retail packaging, product is readily available in the organic market, product is produced domestically.

2) **Supply chain assessment** – Consider the qualities that are inherent to the suppliers you work with:

- *High risk examples*: Low visibility of the entire supply chain, long supply chain (product changes ownership many times before it is in your possession), backup supplier not established (could lead to urgent spot purchases), uncertified operations involved in the supply chain, supplier is selling commodity below cost of production.
- *Low risk examples*: Established long term supplier relationships, written sales contract addressing organic considerations, supplier readily provides information upon request (organic certificates, specification sheets etc.), supplier is the producer of the organic product, vertically integrated supply chain where the end handler has complete traceability and visibility back to the farm level.

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3) **Internal company assessment**
   - *High risk examples*: Past food fraud incidents, inadequate or minimal supplier approval program, inadequate or minimal receiving procedures, lack of Food Defense Plan, no standard procedures requiring sign-off from more than one employee for each transaction, no formal training for employees involved in organic handling or production, only one knowledgeable employee about the Organic System Plan, repeated failure of mass balance or audit trail exercises during inspections or internal audits.
   - *Low risk examples*: Third party food safety certification (GFSI or similar), established employee training program that addresses organic fraud, written employee code of conduct, employee screening procedures in place, whistlebower guidelines and protection for employees that find internal fraud, history of successful mass balance or traceback exercises during inspections or internal audits.

☐ My vulnerability assessment is documented and I can describe my vulnerability assessment at inspection (not required to submit a copy of vulnerability assessment unless requested by CCOF).

☐ My vulnerability assessment is not documented but I can describe my vulnerability assessment at inspection.

☐ Not applicable to my operation

E. Identification of critical control points in the supply chain where organic fraud or loss of organic status are most likely to occur, and mitigation measures

► **Critical Control Point:** A step at which control can be applied and is essential to prevent or eliminate a hazard or reduce it to an acceptable level.

► The following are examples of risks that may require an Organic Critical Control Point (OCCP), **the step when control can be applied**, and *examples of mitigation measures*. Refer to vulnerability assessment section D for additional examples of risk that may require Critical Control Points.

- Product vulnerability example: Product is imported and has a known condition of entry, has a potential for fumigation with prohibited material.
  - ✓ OCCP and mitigation example: **At receiving**, *review the import documentation accompanying the shipment for verification that the product was not treated. Product remains on hold until verification is complete*.
- Supply chain vulnerability example: Product is in high demand; I only have one supplier identified and they have a history of shorting orders.
  - ✓ OCCP and mitigation example: **Before making another purchase**, *require existing supplier to sign a contract guaranteeing delivery quantities. Identify new potential back-up suppliers*.
- Internal vulnerability example: My company does not have an established procedure for verifying new suppliers. We frequently change suppliers and select suppliers based solely on the lowest price.
  - ✓ OCCP and mitigation example: **Before making another purchase**, *establish a supplier verification program and screen existing suppliers against our verification program requirements. We will not purchase from suppliers that do not pass our supplier verification program requirements*.

1) Based on your vulnerability assessment, have you identified Organic Critical Control Points (OCCPs) in your supply chain? OCCPs must be established for the vulnerabilities where there is the highest risk of fraud or loss of organic status.

☐ My critical control points are documented and I can describe my critical control points at inspection (not required to submit a copy of critical control points unless requested by CCOF).

☐ My critical control points are not documented but I can describe my critical control points at inspection.

☐ Not applicable to my operation

2) For each Organic Critical Control Point, have you developed and implemented mitigation measures to eliminate or reduce the risk for fraud or loss of organic status?

☐ My mitigation measures are documented and I can demonstrate my mitigation measures at inspection (not required to submit a copy of mitigation measures unless requested by CCOF).

☐ My mitigation measures are not documented but I can demonstrate my mitigation measures at inspection.

☐ Not applicable to my operation

F. Monitoring practices, corrective actions, and verification tools to assess the effectiveness of mitigation measures

1) Do you have monitoring procedures to ensure that the mitigation measure for each Organic Critical Control Point is met and corrective actions should your mitigation measures fail?

- ☐ My monitoring and corrective action procedures are documented, and I can demonstrate them at inspection (not required to submit a copy of monitoring practices unless requested by CCOF).
- ☐ My monitoring and corrective action procedures are not documented, but I can demonstrate them at inspection.
- ☐ Not applicable to my operation

2) How do you verify that your Organic Fraud Prevention Plan is effective? Select all that apply.

☐ Internal audits ☐ Periodic review of records for quality control ☐ Annual review of Organic Fraud Prevention Plan

☐ Other, describe:

_____

G. A process for reporting suspected organic fraud to certifying agents and the NOP

► *Organic fraud: Deceptive representation, sale, or labeling of nonorganic agricultural products or ingredients as organic.*

1) Describe your criteria for reporting suspected fraud.

Select all that apply:

- ☐ I report all positive sample results linked to organic products I handle.
- ☐ I report instances where I have observed fraudulent activity.
- ☐ I report instances where the quantity of organic product received from a supplier exceeds their known production capacity and can provide credible evidence.
- ☐ I report instances where an organic product is being offered for sale below market price without reasonable explanation and can provide credible evidence.
- ☐ I report all other instances where I can provide credible evidence of fraud. Credible evidence may include but is not limited to: photos, screen shots of websites, audit trail records, copies of correspondence, residue sample results, GMO sample results, etc.
- ☐ Other (describe):

_____

2) What is your process for reporting credible evidence of organic fraud? Select all that apply:

- ☐ Report to CCOF
- ☐ Report to supplier's certifying agent
- ☐ Report to USDA NOP
- ☐ Report to California Department of Food and Agriculture (CDFA) State Organic Program for operations in CA
- ☐ Other (describe):

_____

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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 and annual 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 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**.

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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) ☐ I operate a storage facility used by the CCOF-certified operation listed in section A to store product in sealed, tamper-evident packaging*. *NOP § 205.101(e)*	This form is **required**
2) ☐ 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. *NOP § 205.101(f)*	This form is **required**
3) ☐ 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. *NOP § 205.2 ("handle"), 205.101(b), 205.101(c), 205.101(e), 205.101(f)*	This form may be **required** by CCOF
4) ☐ 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. *NOP § 205.101(g)*	This form is *optional*
5) ☐ 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. *NOP § 205.101(h)*	This form is *optional*
6) ☐ 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. *NOP § 205.2 ("handle")*	This form is *optional*
7) ☐ 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). *NOP § 205.2 ("handle")*	This form is *optional*
8) ☐ I facilitate sale or trade of unpackaged product and/or live animals. *Certification may be required. NOP 205.2 ("handle")*	This form is **required**
9) ☐ Other, describe activities:	This form is **required**

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

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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. *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.* a) If yes or unsure, describe:	☐	☐
2)	Do you combine, split, or containerize organic products? 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? *Repacking includes placing product into other packaging that displays organic claims.* 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? 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? 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? a) If yes or unsure, describe:	☐	☐
7)	Do you import organic products into the United States? a) If yes or unsure, describe:	☐	☐
8)	Do you export organic products from a foreign country to the United States? 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? 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.

- ☐ Product is in final retail labeling. Attach example label. *Retail label = Labels affixed to containers intended to be purchased and carried home by a consumer (retail purchaser).*
- ☐ Product is labeled nonretail. Attach example label. *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.*
- ☐ Product is unlabeled bulk. Attach example signage. *Temporary signage must indicate organic status and include lot number.*
- ☐ Not applicable, I do not receive, acquire, or purchase the organic product, describe:

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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. *Your audit trail records must link back to the last certified organic operation.*	☐	☐
12) Do you take physical possession of organic products; are organic products received at a location that you own or lease?	☐	☐
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? *Exemption 205.101(e) does not apply if you buy, sell, or trade organic products.* a) If you facilitate the sale or trade of organic products, describe:	☐	☐
14) Do you prepare organic products for shipment? *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.* a) If yes, describe how you prepare products for shipment:	☐	☐
15) Transporter or transloader – Do you load or unload unpackaged products at uncertified locations? *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.* ☐ Not applicable, I am not a transporter or transloader.	☐	☐
16) Private label brand owner – Do you ever purchase ingredients sent to co-packers? ☐ Not applicable, I am not a private label brand owner a) If yes, are purchased ingredients in sealed, tamper-evident, retail packaging? ☐ No, purchased ingredients are nonretail packaged or not in tamper-evident packaging. *Certification of label owner is required; certificate must list purchased ingredients.* ☐ Yes. Attach example label.	☐	☐
17) Private label brand owner – Do you ever take physical possession of ingredients sent to co-packers? ☐ Not applicable, I am not a private label brand owner a) If yes, are ingredients in sealed, tamper-evident packaging? ☐ No, ingredients are not in tamper-evident packaging. *Certification of label owner as a storage facility is required.* ☐ 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. *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."* ☐ Not applicable, I am not a private label brand owner ☐ Attached		
19) Storage facility – indicate the type of storage: ☐ Not applicable, I am not a storage facility ☐ Dry storage ☐ Cold storage ☐ Freezer storage ☐ Other, describe:		

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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** to apply for certification. Questions about the certification process? Email **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.

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Global Market Access (GMA) Application

Find this form at www.ccof.org/resources. Send completed forms to inbox@ccof.org.

- ► Review the requirements of this program in the Global Market Access Program Manual and International Labeling Guide.
- ► Use this form to request CCOF verification of organic products under the following equivalency arrangements:
  - United States with Canada, European Union, United Kingdom, Japan, Korea, Switzerland, and Taiwan
  - Canada with European Union, United Kingdom, Japan, Korea, Mexico, Switzerland, Taiwan, and United States
  - Mexico with Canada
- ► Complete this page and the applicable addendum on the following pages based on where your operation is located.
- ► Review CCOF's transaction certificate page at www.ccof.org/export to learn what documentation must accompany your export. Accompanying documents vary per export market and must be requested from CCOF prior to shipping.

A. General Information

1) Why are you enrolling in the Global Market Access (GMA) program?

Select all that apply.

☐ Export certified organic products.
☐ Design labels for export.
☐ Sell to buyer who requires proof of international compliance. *Note that if you sell organic products to a buyer who will export to Canada, the Canada Self-Attestation for Suppliers may be sufficient.*
☐ Other describe: _____

2) If you grow crops or raise livestock, which crops or herds require international verification?

☐ All
☐ Some, list: _____

3) If you do not grow crops or raise livestock, list the planned export markets for each product:

   a. Handlers/Processors – use the Product Application form. ☐ Attached
   b. Brokers with no physical handling – use the H2.6 Broker Suppliers form. Include organic certificates showing international equivalence. ☐ Attached.

4) What systems do you use to prevent exporting products that are not compliant for the destination market?

Select all that apply.

☐ Products meeting different international requirements are segregated during production, processing, and storage and clearly labeled.
☐ Inventory system tracks ingredients and products that are compliant for export.
☐ Lot coding system indicates products that are compliant for export.
☐ Sales system only allows export of compliant products.
☐ All parcels are compliant for all international markets.
☐ Customer is responsible for export. I indicate each product's international compliance to my customer.
☐ Other describe: _____

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GMA Application – Operations in the United States

Complete this addendum if your operation is located in the United States. You will be billed annually for each market you select, see the CCOF Certification Services Program Manual.

☐ N/A, not located in the US

► Select markets for GMA enrollment and complete corresponding sections below:

☐ Canada ☐ European Union ☐ Japan ☐ Korea ☐ Switzerland ☐ Taiwan ☐ United Kingdom

A. Exports to Canada - US/Canada Equivalence

☐ N/A, not requesting Canada verification.

For exports to Canada – Pet food, personal care products, and natural health products are not covered by the equivalence arrangement but may be sold as USDA NOP certified in Canada. Reference to Canadian Organic Regime (COR) is prohibited.

1) If you grow crops, do you use hydroponic or aeroponic methods?
   - ☐ N/A, I do not grow crops.
   - ☐ No, I do not use hydroponic /aeroponic methods.
   - ☐ Yes, I use hydroponic/aeroponic methods. (*Prohibited for export to Canada*)
     List crops and/or parcels with hydroponic or aeroponic production. _____

2) If you grow crops, do you use sodium (Chilean) nitrate?
   - ☐ N/A, I do not grow crops.
   - ☐ No, I do not use sodium nitrate.
   - ☐ Yes, I use sodium nitrate. *(Prohibited for export to Canada)*
     List crops and/or parcels where sodium nitrate is used: _____

3) If you raise livestock, do all organic non-ruminant livestock meet the livestock stocking rates set forth in the Canadian Organic Regime (COR) standard?
   See GMA Manual for COR livestock stocking rates.
   - ☐ N/A, I do not raise livestock.
   - ☐ Yes, all non-ruminant livestock meet the COR stocking rates.
   - ☐ No, all non-ruminant livestock do not meet the COR stocking rates. (*Prohibited for export to Canada*)
     List herds that do not meet COR stocking rates: _____

4) If you source plant products from suppliers, do you have supplier documentation that they were not produced with hydroponics or aeroponics?
   - ☐ N/A, I do not source plant products from suppliers.
   - ☐ N/A, I do not source annual crops or strawberries.
   - ☐ Yes, I have attached supplier documentation for all products at high-risk for hydroponics or aeroponics (e.g. certifier addendum showing equivalence or supplier attestation). *See www.ccof.org/canada for current list of high-risk crops. Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

5) If you source plant products from suppliers, do you have supplier documentation that they were not produced with sodium nitrate?
   - ☐ N/A, I do not plant products source from suppliers.
   - ☐ N/A, I do not source carrots, celery, broccoli, brussels sprouts, cabbage, cauliflower, collards, kale, kohlrabi, fresh tomatoes, lettuce, escarole, endive, spring mix, spinach, cabbage, kale, arugula, chard, grains grown for livestock feed in the Midwest United States, onions, potatoes, tobacco, or citrus from Southeast US.
   - ☐ Yes, I have attached supplier documentation for all products at high-risk for sodium nitrate (e.g. certifier addendum showing equivalence or supplier attestation). *See www.ccof.org/canada for current list of high-risk crops. Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

6) If you source livestock products from suppliers, how do you ensure that the livestock stocking rates set forth in the Canadian Standard were met?
   See GMA Manual for COR livestock stocking rates.
   - ☐ N/A, I do not source livestock products from suppliers.
   - ☐ N/A, I do not source eggs, poultry, pork or rabbit products.
   - ☐ I have attached supplier documentation for non-ruminant livestock ingredients (e.g. certifier addendum showing equivalence or supplier attestation). *Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

7) Do your export labels meet the Canada labeling requirements in the International Labeling Guide?
   - ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, my supplier applies the final product labels, and their certificate demonstrates Canada equivalence.
   - ☐ Product is unlabeled bulk (e.g. transported by railcar). Required information is included on railcar/container signage. *Attach an example.*
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the Canada export labels.
   - ☐ Other describe: _____

B. Exports to the EU, UK, or Switzerland - US/EU, US/UK, US/Switzerland Equivalences

☐ N/A, not requesting EU, UK, Switzerland verification

For exports to the EU, UK, or Switzerland – Review the TRACES COI Request Instructions. Shipments to the EU, Switzerland, and Northern Ireland must have an authorized Certificate of Inspection (COI) issued by CCOF prior to departure. Shipments are rejected if they leave the port of departure without an authorized COI.

Cosmetics are not covered by the equivalences; use of the EU seal is prohibited. Cosmetics are not regulated at the EU level, contact your importer or national authorities for country-specific requirements.

1) Does production or final processing occur in the United States?
   - ☐ Yes, I grow the products myself in the US.
   - ☐ Yes, I process the products myself in the US.
   - ☐ Yes, all my suppliers are located in the US and grow/process the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in the US. *(Prohibited for export to the EU, UK, or Switzerland) Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*
2) If you produce wine for export, complete the GMA Wine Approval Application in addition to this application.
   Wine must meet EU winemaking requirements.
   - ☐ N/A, I do not produce wine.
   - ☐ Attached.
3) Do your export labels meet the EU, UK, Swiss labeling requirements in the International Labeling Guide?
   - ☐ Yes, export labels attached. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, the supplier applies the final product labels and their certificate demonstrates EU, UK, or Swiss equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL), can be undeniably linked with the packaging, container or vehicular transport of the product, and includes information on the supplier or the transporter. *Attach an example.*
   - ☐ Other describe: _____

C. Exports to Japan - US/Japan Equivalence

☐ N/A, not requesting Japan verification

For exports to Japan – Non-food processed products, seaweed, and honey are not covered by the equivalence arrangement but may be sold as USDA NOP certified in Japan, reference to JAS is prohibited. Products containing honey (up to 5%) may be exported under the arrangement and bear the JAS Organic seal.

Products certified to the "Made with Organic" standard are not allowed to be exported to Japan (excluding wine).

Wine that is certified "Made with Organic Grapes" under USDA NOP must be labeled as "Organic" and display the JAS seal when exported under the US/Japan equivalence. Wine that is certified "Made with Organic Grapes" under USDA NOP and making "Made with Organic Grapes" label claims may be exported to Japan outside the US/Japan equivalence arrangement.

1) Does production or final processing occur in the United States?
   - ☐ Yes, I grow the products in the US.
   - ☐ Yes, I process the products in the US.
   - ☐ Yes, all my suppliers are located in the US and grow/process the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in the US. *(Prohibited for export to Japan) Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*
2) If you produce alcohol, is it both processed and packaged in the United States?
   - ☐ N/A, I do not produce alcohol.
   - ☐ Yes, alcohol is both processed and packaged in the US.
   - ☐ No, alcohol products are processed or packaged outside the US. *(Prohibited for export to Japan).*

3) If you produce wines certified as "Made with Organic Grapes" under USDA NOP, how will those wines be labeled for export to Japan?

- ☐ N/A, I do not produce wine certified as "Made with Organic Grapes" under USDA NOP.
- ☐ Exported labels display the JAS seal, make an "Organic Wine" claim, and remove the "Made with organic grapes" claim. I will request a TM-11 export certificate for shipments and work with a JAS certified importer. These wines will be exported under the US/Japan equivalence.
- ☐ Exported labels make the "Made with Organic Grapes" claim, will not display the JAS or USDA seal, and will not be represented as "Organic Wine". The labels may use a certifier logo, provided that it does not include an "Organic" claim. These wines will be exported outside the US/Japan equivalence.

  These wines will not be reviewed under the CCOF Global Market Access Program as they are outside the scope of the equivalence and do not require a TM-11 export certificate. Your operation is responsible for ensuring that these requirements are met for exports to Japan. See the CCOF Labeling & Logos webpage to download a CCOF seal that does not include the term "Organic". Japan has granted a grace period until March 31, 2027, allowing continued use of certifier logos that include the term "organic".

4) How is the JAS seal applied to your labels?

Visit www.ccof.org/japan for more information.

- ☐ JAS certified importer applies their JAS seal in Japan. *CCOF does not review labels applied by your importer.*
- ☐ I have signed a JAS Seal Consignment Contract with my JAS certified importer to apply their JAS seal directly to products in the US or Canada. *Submit labels for inclusion in your OSP.*
- ☐ Other describe: _____

5) Do your labels meet the Japan labeling requirements in the International Labeling Guide?

- ☐ Yes, the importer in Japan applies a Japanese language label and has ensured that labels meet Japanese requirements. *CCOF does not review labels applied by your importer.*
- ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes). CCOF only reviews English, Spanish, and organic seals. Work with your importer to ensure compliance with all organic and food labeling requirements for Japan.*
- ☐ Yes, my supplier labels product and their organic certificate demonstrates Japan equivalence.
- ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
- ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL). *Attach an example.*
- ☐ Other describe: _____

D. Exports to South Korea - US/South Korea Equivalence

☐ N/A, not requesting South Korea verification

For exports to South Korea – Raw/unprocessed food and non-food products are excluded. Products certified as "Made with Organic" under USDA NOP are not allowed to be exported to Korea (excluding wine).

1) Are products planned for export considered "processed foods" as defined by Korean Food Code?

Consult your Korean importer or Korea's National Agricultural Products Quality Management Service (NAQS) if you have questions about whether your product qualifies as a "processed food." Raw or unprocessed products are not allowed to be exported to Korea under the terms of this equivalence. To export raw or unprocessed products, your operation requires direct certification to the Korean standard (not offered by CCOF).

Select all that apply.

- ☐ Yes, products have been transformed into an unrecognizable form *(e.g. grinding, milling, pureeing, juicing, powdering)*
- ☐ Yes, products have another food or additive added to them *(e.g. sugar, oil, seasonings, salt added as an ingredient)*
- ☐ No, products are not processed *(e.g. original form remains recognizable; no ingredient addition; no significant transformative processing). (Prohibited for export to Korea.)*

2) Does final processing (as defined in the Korean Food Code) occur in the United States?

- ☐ Yes, I process the products in the US.
- ☐ Yes, my suppliers process the products in the US.
- ☐ No, I do not process the products myself and some of my suppliers are not located in the US. *(Prohibited for export to Korea) Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

3) If you export wine certified as "Made with Organic" (MWO) under USDA NOP, how is it labeled?
USDA NOP "Made with Organic" wine that is processed using at least 95% organic ingredients and sulfur dioxide may be labeled "Made with Organic Grapes" or "Organic Wine" for export to Korea.

- ☐ N/A, I do not produce MWO wine.
- ☐ MWO Wine is labeled "Made with Organic Grapes" for export to Korea.
- ☐ MWO Wine is labeled "Organic Wine" for export to Korea. Master cases are marked "For Export Only".

4) Do your labels meet the Korea labeling requirements in the International Labeling Guide?

- ☐ Yes, the importer in Korea applies a Korean language label and has ensured that labels meet the Korea requirements. *CCOF does not review labels applied by your importer.*
- ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
- ☐ Yes, my supplier labels product and their organic certificate demonstrates Korea equivalence.
- ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
- ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL). *Attach an example.*
- ☐ Other describe: _____

E. Exports to Taiwan - US/Taiwan Equivalence

☐ N/A, not requesting Taiwan verification

For exports to Taiwan – Products certified as "Made with Organic" under USDA NOP are not allowed to be exported to Taiwan. Wine certified as "Made with Organic Grapes" under USDA NOP may not be exported to Taiwan.

Pure honey is excluded. Honey is allowed as an ingredient with no limit on percent content.

1) Does production or final processing occur in the United States?

- ☐ Yes, I grow the products myself in the US.
- ☐ Yes, I process the products myself in the US.
- ☐ Yes, all my suppliers are located in the US and grow/process the products.
- ☐ No, I do not grow/process the products myself and some of my suppliers are not located in the US. *(Prohibited for export to Taiwan). Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

2) Do your export labels meet the Taiwan labeling requirements in the International Labeling Guide?

- ☐ Yes, the importer in Taiwan applies a Traditional Chinese language label and has ensured that labels meet Taiwan requirements. *CCOF does not review labels applied by your importer.*
- ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
- ☐ Yes, my supplier labels product and their certificate demonstrates Taiwan equivalence.
- ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
- ☐ Other describe: _____

GMA Application – Operations in Mexico

Complete this addendum if your operation is located in Mexico. Operations in Mexico who are certified to the CCOF Mexico Compliance Program for certification to the Mexican organic standards (LPO) are eligible for exports to Canada under the Mexico/Canada equivalence arrangement. Operations in Mexico certified to the USDA NOP standards are eligible to export to Canada under the US/Canada equivalence arrangement.

☐ N/A, not located in Mexico

► Select the equivalence you want your products reviewed to and complete the relevant section below. You may choose one or both. You will be billed annually for each equivalence arrangement you select, see the CCOF Certification Services Program Manual.

- ☐ Mexico/Canada equivalence. *Complete section F. Transaction certificate required for every shipment. See www.ccof.org/export for information and fees.*
- ☐ US/Canada equivalence. Complete section G. Transaction certificates not required.

F. Export LPO Products from Mexico to Canada - Mexico/Canada Equivalence

Complete this section if you selected the Mexico/Canada equivalence above.

☐ N/A, not requesting Mexico/Canada verification

For exports of LPO products from Mexico to Canada – Livestock and products containing livestock-derived ingredients (e.g. meat, milk, eggs) are excluded from the equivalence arrangement.

1) Does production or final processing/packaging occur in Mexico?
   - ☐ Yes, I grow the products in Mexico.
   - ☐ Yes, I process and package the products in Mexico.
   - ☐ Yes, all my suppliers are located in Mexico and grow or process/package the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in Mexico. *(Prohibited for export to Canada) Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*
2) Do your export labels meet the Canada labeling requirements in the International Labeling Guide?
   - ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, my supplier applies the final product labels, and their certificate demonstrates Canada equivalence.
   - ☐ Product is unlabeled bulk (e.g. transported by railcar). Required information is included on railcar/container signage. *Attach an example.*
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the Canada export labels.
   - ☐ Other describe: _____

G. Export USDA NOP Products from Mexico to Canada - US/Canada Equivalence

Complete this section if you selected US/Canada equivalence above.

☐ N/A, not requesting US/Canada verification

For exports of USDA NOP products from Mexico to Canada – Pet food, personal care products, and natural health products are not covered by the equivalence arrangement but may be sold as USDA NOP certified in Canada. Reference to COR is prohibited.

1) If you grow crops, do you use hydroponic or aeroponic methods?
   - ☐ N/A, I do not grow crops.
   - ☐ No, I do not use hydroponic /aeroponic methods.
   - ☐ Yes, I use hydroponic/aeroponic methods. (*Prohibited for export to Canada*)

     List crops and/or parcels with hydroponic or aeroponic production. _____
2) If you grow crops, do you use sodium (Chilean) nitrate?
   - ☐ N/A, I do not grow crops.
   - ☐ No, I do not use sodium nitrate.
   - ☐ Yes, I use sodium nitrate. *(Prohibited for export to Canada)*

     List crops and/or parcels where sodium nitrate is used: _____

3) If you source plant products from suppliers, do you have supplier documentation that they were not produced with hydroponics or aeroponics?

☐ N/A, I do not source plant products from suppliers.

☐ N/A, I do not source annual crops or strawberries.

☐ Yes, I have attached supplier documentation for all products at high-risk for hydroponics or aeroponics (e.g. certifier addendum showing equivalence or supplier attestation). *See www.ccof.org/canada for current list of high-risk crops. Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

4) If you source plant products from suppliers, do you have supplier documentation that they were not produced with sodium nitrate?

☐ N/A, I do not plant products source from suppliers.

☐ N/A, I do not source carrots, celery, broccoli, brussels sprouts, cabbage, cauliflower, collards, kale, kohlrabi, fresh tomatoes, lettuce, escarole, endive, spring mix, spinach, cabbage, kale, arugula, chard, grains grown for livestock feed in the Midwest United States, onions, potatoes, tobacco, or citrus from Southeast US.

☐ Yes, I have attached supplier documentation for all products at high-risk for sodium nitrate (e.g. certifier addendum showing equivalence or supplier attestation). *See www.ccof.org/canada for current list of high-risk crops. Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

5) If you source livestock products from suppliers, how do you ensure that the livestock stocking rates set forth in the Canadian Standard were met?
See GMA Manual for COR livestock stocking rates.

☐ N/A, I do not source livestock products from suppliers.

☐ N/A I do not source eggs, poultry, pork or rabbit products.

☐ I have attached supplier documentation for non-ruminant livestock ingredients (e.g. certifier addendum showing equivalence or supplier attestation). *Indicate compliant suppliers on your H2.0A or H2.6 supplier list.*

6) Do your export labels meet the Canada labeling requirements in the International Labeling Guide?

☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*

☐ Yes, my supplier applies the final product labels, and their certificate demonstrates Canada equivalence.

☐ Product is unlabeled bulk (e.g. transported by railcar). Required information is included on railcar/container signage. *Attach an example.*

☐ N/A, I do not export; products are sold to downstream buyers who apply the Canada export labels.

☐ Other describe: _____

GMA Application – Operations in Canada

Complete this addendum if your operation is located in Canada. You will be billed annually for each market you select, see the CCOF Certification Services Program Manual.

☐ N/A, not located in Canada

► Select markets for GMA enrollment and complete corresponding sections below:

☐ European Union ☐ Japan ☐ Korea ☐ Mexico ☐ Switzerland ☐ Taiwan ☐ United Kingdom ☐ United States

H. Exports from Canada to the US - COR/US Equivalence

☐ N/A, not requesting US verification

1) For products containing livestock derived ingredients (e.g. meat, milk, eggs), how do you ensure that livestock were not treated with antibiotics?
   - ☐ Products do not contain livestock derived ingredients.
   - ☐ Supplier's certifier has provided verification (e.g. certifier addendum showing equivalence). *Attach. Indicate compliant suppliers on your H2.0A COR supplier list.*
2) How do you ensure that ingredients certified to the Mexican organic standard are not used in products exported to the US?

   Mexican organic products certified to the Mexican organic standard and imported to Canada cannot be re-exported to the US or used as ingredients in products destined for the US market under the US/Canada Organic Equivalency Arrangement.
   - ☐ None of my ingredients are certified to the Mexican organic standard.
   - ☐ Mexican certified ingredients are clearly marked in inventory and are not used in products exported to US.
   - ☐ Other describe: _____
3) Do your labels meet the US requirements in the Organic Labeling Guidelines?
   - ☐ Yes, export labels attached. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, the supplier applies the final product labels and their certificate demonstrates US equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Other describe: _____

I. Exports from Canada to the EU, UK, or Switzerland - COR/EU, COR/UK, COR/Switzerland Equivalences

☐ N/A, not requesting EU, UK, or Switzerland verification

For exports from Canada to the EU, UK, or Switzerland – Review the TRACES COI Request Instructions. Shipments to the EU, Switzerland, and Northern Ireland must have an authorized Certificate of Inspection (COI) issued by CCOF prior to departure. Shipments are rejected if they leave the port of departure without an authorized COI.

1) Does production or final processing occur in Canada?
   - ☐ Yes, I process the products myself in Canada.
   - ☐ Yes, all my suppliers are located in Canada and grow/process the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in Canada. *(Prohibited for export to the EU, UK, or Switzerland) Indicate compliant suppliers on your H2.0A COR supplier list.*
2) Do your export labels meet the EU, UK, Swiss labeling requirements in the International Labeling Guide?
   - ☐ Yes, export labels attached. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, the supplier applies the final product labels and their certificate demonstrates EU, UK, or Swiss equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL), can be undeniably linked with the packaging, container or vehicular transport of the product, and includes information on the supplier or the transporter. *Attach an example.*
   - ☐ Other describe: _____

J. Exports from Canada to Japan - COR/Japan Equivalence

☐ N/A, not requesting Japan verification

For exports from Canada to Japan – Seaweed, honey, and animal feed are not covered by the equivalency but may be sold as COR certified in Japan. The JAS seal is prohibited. A TM-11 transaction certificate is required for animal feed.

1) Does production or final processing occur in Canada?
   - ☐ Yes, I process the products in Canada.
   - ☐ Yes, my supplier is located in Canada and grows/processes the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in Canada. *(Prohibited for export to Japan) Indicate compliant suppliers on your H2.0A COR supplier list.*
2) For products exported to Japan, how is the JAS seal applied?
   Visit www.ccof.org/japan for more information.
   - ☐ JAS certified importer applies their JAS seal in Japan. *CCOF does not review labels applied by your importer.*
   - ☐ I have signed a JAS Seal Consignment Contract with my JAS certified importer to apply their JAS seal directly to products in the US or Canada. *Submit labels for inclusion in your OSP.*
   - ☐ Other describe: _____
3) Do your labels meet the Japan labeling requirements in the International Labeling Guide?
   - ☐ Yes, the importer in Japan applies a Japanese language label and has ensured that labels meet Japanese requirements. *CCOF does not review labels applied by your importer.*
   - ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, my supplier labels product and their organic certificate demonstrates Japan equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL). *Attach an example.*
   - ☐ Other describe: _____

K. Exports from Canada to South Korea - COR/South Korea Equivalence

☐ N/A, not requesting South Korea verification

For exports to South Korea – Raw/unprocessed food and non-food products are excluded.

1) Are products planned for export considered "processed foods" as defined by Korean Food Code?
   Consult your Korean importer or Korea's National Agricultural Products Quality Management Service (NAQS) if you have questions about whether your product qualifies as a "processed food." Raw or unprocessed products are not allowed to be exported to Korea under the terms of this equivalence. To export these products, your operation requires direct certification to the Korean standard.
   - ☐ Yes, products have been transformed into an unrecognizable form *(e.g. grinding, milling, pureeing, juicing, powdering)*
   - ☐ Yes, products have another food or additive added to them *(e.g. sugar, oil, seasonings, salt added as an ingredient)*
   - ☐ No, products are not processed *(e.g. the original form remains recognizable; no ingredient addition; no significant transformative processing) (Prohibited for export to Korea)*
2) Does final processing (as defined in the Korean Food Code) occur in Canada?
   - ☐ Yes, I process the products in Canada.
   - ☐ Yes, my supplier processes the products in Canada.
   - ☐ No, I do not process the products myself and some of my suppliers are not located in Canada. *(Prohibited for export to Korea) Indicate compliant suppliers on your H2.0A COR supplier list.*
3) Do you have supplier documentation that ingredients derived from agricultural products were not produced with growth regulators?
   - ☐ Yes, I have attached supplier's certifier verification that ingredients derived from agricultural products are compliant with the terms of the COR/Korea equivalence arrangement. *Indicate compliant suppliers on your H2.0A COR supplier list.*
   - ☐ No, products without supplier documentation will not be exported to Korea.
4) Are beekeeping products free from paraffin (e.g. honey, beeswax)?
   - ☐ N/A, exported product does not contain beekeeping products.
   - ☐ Yes, I have attached supplier's certifier verification that beekeeping ingredients are compliant with the terms of the Canada/Korea equivalence arrangement. *Indicate compliant suppliers on your H2.0A COR supplier list.*
   - ☐ No, beekeeping products are not free from paraffin. *(Prohibited for export to Korea)*

5) Do your labels meet the Korea labeling requirements in the International Labeling Guide?
   - ☐ Yes, the importer in Korea applies a Korean language label and has ensured that labels meet the Korea requirements. *CCOF does not review labels applied by your importer.*
   - ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, my supplier labels product and their organic certificate demonstrates Korea equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL). *Attach an example.*
   - ☐ Other describe: _____

L. Exports from Canada to Mexico - COR/Mexico Equivalence

☐ N/A, not requesting Mexico verification

1) Does production or final processing and packaging occur in Canada?
   - ☐ Yes, I process the products in Canada.
   - ☐ Yes, my supplier is located in Canada and grows/processes the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in Canada. *(Prohibited for export to Mexico) Indicate compliant suppliers on your H2.0A COR supplier list.*
2) Do your labels meet the Mexico requirements in the International Labeling Guide?
   - ☐ Yes, export labels attached. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, my supplier labels product and their organic certificate demonstrates Mexico equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Required information is provided on shipping documents that accompany non-retail products (i.e. invoice, BOL). *Attach an example.*
   - ☐ Other describe: _____

M. Exports from Canada to Taiwan - COR/Taiwan Equivalence

☐ N/A, not requesting Taiwan verification

For exports from Canada to Taiwan – Pure honey is excluded. Organic honey is allowed as an ingredient with no limit on percent content.

1) Does production or final processing occur in Canada?
   - ☐ Yes, I process the products myself in Canada.
   - ☐ Yes, all my suppliers are located in Canada and grow/process the products.
   - ☐ No, I do not grow/process the products myself and some of my suppliers are not located in Canada. *(Prohibited for export to Taiwan) Indicate compliant suppliers on your H2.0A COR supplier list.*
2) Do your export labels meet the Taiwan labeling requirements in the International Labeling Guide?
   - ☐ Yes, the importer in Taiwan applies a Traditional Chinese language label and has ensured that labels meet Taiwan requirements. *CCOF does not review labels applied by your importer.*
   - ☐ Yes, export labels are attached for review. *Include retail and non-retail labels (e.g. produce boxes).*
   - ☐ Yes, my supplier labels product and their certificate demonstrates Taiwan equivalence.
   - ☐ N/A, I do not export; products are sold to downstream buyers who apply the export labels.
   - ☐ Other describe: _____

CCOF Mexico Compliance Program Application

Find all forms at www.ccof.org/documents. Send completed forms to inbox@ccof.org.

- **Complete this form to enroll in the Mexico Compliance Program for certification or recertification to the Mexico organic standards (Ley de Productos Orgánicos). Your operation needs to enroll in this program if located in Mexico, exporting products with organic claims to Mexico, or selling products as organic in Mexico.**
- The Mexico Compliance Program is dependent on certification to the US National Organic Program as a base level of compliance.
- Program fees apply, as described in the Mexico Compliance Program Manual.

A. General Information

Operation Name:	**Date:**
1. Review the standards and requirements of this program in the Mexico Compliance Program Manual.	☐ Yes, I have reviewed Mexico Compliance Program Manual Comments/Questions:
2. You must maintain a complaint file to address complaints pertaining to your organic practices.	☐ Yes, I keep a complaint file.[1]
3. Are you currently certified organic by a certification agency other than CCOF?	☐ No ☐ Yes, Certifier: Attach current certificates, recent compliance notices, letters, and a signed release of certification data.
4. What products or crops do you plan to sell as organic in Mexico?	☐ All ☐ Limited. Describe:
5. How do you prevent sale of products in Mexico that are not compliant with the Mexico organic standards? *Select all that apply*	☐ All products are compliant for sale in Mexico. ☐ Ingredients and finished products that are compliant for sale in Mexico are separated and clearly labelled in storage. ☐ Inventory system tracks ingredients that are compliant for sale in Mexico. ☐ Lot coding system indicates products that are compliant for sale in Mexico. ☐ Sales system only allows sale in Mexico of compliant products. ☐ Other, describe:
6. Provide an estimate of expected organic production for each crop or product, by weight or volume.	☐ Complete this table and/or attach additional pages.

Crop/product	*Amount*	*Unit (i.e. L, t, no. of individual plants)*

☐ Additional pages attached.

B. Crop, Wild Harvest, and Mushroom Production Practices and Materials

☐ NA, no crop production of any kind.

Practice	Answer	Requirement
1. Are you requesting an exemption to utilize non-organic seeds and/or planting stock if equivalent varieties are not commercially available in organic form?	☐ No ☐ Yes, describe use of seed and/or planting stock in OSP G3.0 form.	Required.[2]

1 ISO/IEC 17065 4.1.2.2.c.2 & 4.1.2.2.j
2 ALOOA Article 35

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Practice	Answer	Requirement
2. Are you requesting retroactive recognition of a 3-year land conversion exemption?	☐ No ☐ Yes *If yes, you must provide a three-year land history with each parcel application, including the results of any pesticide residue testing, if applicable.*	Required.[3]
3. Are any of your organic crops from hydroponic production?	☐ No ☐ Yes, list crops and parcels:	Production without soil (for example, production in inert substrate) is prohibited.[4]
4. Are any of your organic crops from container production?	☐ No, go to question 5 ☐ Yes, list crops and parcels _____, **and answer 4a below**.	**Prohibited, unless specific conditions are met. Market demand cannot be considered as technical justification**. See Mexico Compliance Program Manual 3.2.3 for requirements.[5]
	4a. Is in-ground production of the specific crops(s) viable based on the characteristics of the crop and/or the agroecological conditions of your parcel? ☐ Yes, go to question 5. ☐ No, in-ground production is <u>not</u> viable. **Answer question 4b below.**	
	4b. Mark all applicable technical justifications for why in-ground production is not viable: ☐ I grow sprouts, mushrooms, or annual seedlings (transplants). ☐ Local soil type is not conducive to in-ground production due to high clay content, low porosity, low levels of organic content, and/or pH is too low/high. ☐ Crops are susceptible to local soil borne pathogens or other pests. ☐ Container production allows for water conservation because water is recirculated, incorporates methods and/or technologies to use water efficiently and/or use of water is reduced by producing this crop in containers. ☐ Other. Explain:	
5. Do you use sodium nitrate (Chilean nitrate, $NaNO_3$) in your organic crop production?	☐ No ☐ Yes, list crops and parcels:	Prohibited.[6]
6. Is your use of all plastic, such as irrigation tubing, container production pots, bags, etc., in compliance with the Mexico Compliance Program Manual requirements?	☐ NA, no plastic used ☐ Yes ☐ No, explain plan to meet this requirement:	See Mexico Compliance Program Manual 3.2.4 for requirements on plastics.[7]
7. Wild harvest operations only: Do you have a current wild harvest permit or registration from SEMARNAT (Mexico's Secretary of the Environment and Natural Resources)?	☐ NA, no wild harvest ☐ Yes ☐ No, explain plan to meet this requirement:	Required.[8]

3 ALOOA Article 12
4 Agreement which makes public the Guidelines for Organic Operations of farming and livestock activities (ALOOA) Article 30
5 ALOOA Article 5
6 ALOOA Article 4 "National List"; Article 31; Table 1 of Annex 1
7 ALOOA Article 51
8 ALOOA Article 58

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Practice	Answer	Requirement
8. Wild harvest operations only: Do all collection areas have buffer zones of at least 25 meters, where adjacent to asphalt roads and/or nonorganic production?	☐ NA, no wild harvest ☐ Yes ☐ No, explain plan to meet this requirement:	Required.[9]
9. Mushroom production operations only: do all outdoor mushroom production locations have a buffer zone of at least 35 meters from surrounding nonorganic fields?	☐ NA, no mushroom production, or all mushroom production takes places indoors ☐ Yes ☐ No, explain plan to meet this requirement:	Required.[10]
10. Mushroom production operations only: is all non-municipal water used in mushroom production tested for compliance with applicable water quality requirements?	☐ NA, no mushroom production, or only municipal water used in mushroom production ☐ Yes ☐ No, explain plan to meet this requirement:	Required.[11]

C. Processor/Handler Practices[12]

☐ NA, no processing/handling.

Management Practice	Answer	Requirement
1. Do you market any products as organic in Mexico?	☐ No. Stop, this section is complete. ☐ Yes, complete this section about the products to be marketed as organic in Mexico.	Product marketed as organic in Mexico must comply with the LPO.[13]
2. If located in Mexico, are all suppliers certified organic to the Mexico organic standards (LPO) or verified as compliant with the Canada Mexico Organic Equivalence Arrangement (CMOEA)[14]?	☐ NA, not located in Mexico. ☐ Yes. Attach LPO certificates or COR certificates. **Go to question 4.**	Required. See section 2.10 of the Mexico Compliance Program Manual.[15]
3. If located in the United States, are all suppliers certified organic to the Mexican organic standards (LPO)?	☐ NA, not located in the United States. ☐ Yes. Attach LPO certificates. **Go to question 4.** ☐ No. I request recertification of my finished product to be exported to Mexico. Complete the following questions: 3a. Have you resolved all Conditions and Noncompliances from your last inspection? ☐ Yes ☐ No, attach responses. 3b. Are suppliers located in Mexico certified to the LPO standard? ☐ Yes, attach LPO certificates. ☐ No. *Required.* 3c. Are suppliers located outside Mexico certified to the Mexico (LPO), US, Canada, European Union, or Japan standards? ☐ Yes, attach certificates. If not already provided to CCOF. ☐ No. *Required*	See section 2.10 and 2.11 of the Mexico Compliance Program Manual.[16]

9 ALOOA Article 56
10 ALOOA Article 161
11 ALOOA Article 162
12 ALOOA Articles 164; 166; 200; 204; 258; 259
13 LPO Article 33; SENASICA Circular No. 022/2016
14 SENASICA has recognized the Canadian Organic Regime as an equivalent standard. The equivalence applies to products grown or produced in Canada or whose final processing and packaging occurs in Canada. COR certified products must be accompanied by a Control or International Transaction Document. The terms of the arrangement are available on the CFIA and SENASICA websites.
15 ALOOA Articles 200, 204, 212, 214, 258, 259; Circular 48/2020
16 ALOOA Articles 200, 204, 212, 214, 258, 259, Annex 3 O-SQ-F-02 ; Circular 48/2020

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Management Practice	Answer	Requirement
4. Are all co-packing facilities in Mexico certified to the Mexican organic standards (LPO)?	☐ NA, no co-packers in Mexico. ☐ Yes. Attach certificates for co-packers in Mexico. ☐ No. Explain and list co-packers/locations:	Required.

D. Labeling

All labels must comply with the requirements of the country in which they are sold. All labels must be submitted to CCOF for approval prior to printing. **Please review the Mexico Compliance Program Manual for specific requirements and details.**

☐ NA, no labels for products sold as organic in Mexico.

Labeling Practice	Answer	Requirement
1. Do all non-retail containers, wholesale containers, produce boxes, or accompanying documents (BOLs, invoices, etc.) contain the required information?	☐ NA, no non-retail containers used ☐ Yes ☐ No, explain plan to meet this requirement:	All labels must be submitted to CCOF for approval and must meet the labeling requirements in the MCP Manual.[17]
2. Has all retail packaging for product to be sold as organic been submitted to CCOF for review and approval?	☐ NA, no retail packaging for organic product ☐ Yes ☐ No, explain:	All labels must be submitted to CCOF for approval and must meet the labeling requirements in the MCP Manual.[18]
3. Do you plan to use the Mexican national organic seal on any packaging or labels for products certified under the Mexico organic standards?	☐ NA, no packaging or labels ☐ No ☐ Yes. For each product to be labeled with the seal, indicate the volume and production lot:	Lot numbering systems must be described in the OSP forms G8.0 or H5.0. Volume and production lots will be verified at annual inspections.[19] Written certifier approval required prior to use of the seal.[20]

17 ALOOA Articles 191; 198
18 ALOOA Articles 201; 202; 204; Agreement which discloses the national seal of organic products and the general rules are established for use in the labeling of products certified as organic (DN)
19 ALOOA Article 254
20 DN Article 12; DGIAAP/SENASICA Circular N° 74/2021

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