



# Organic Certification

Service, Support & Integrity



Farmers • Processors • Crops & Producers • Livestock  
Services • Private Labelers • Ingredients • Retailers

CCOF is one of the oldest, largest and most-respected organic certification agencies.

- National Service
- Global Market Access for export
- Dedicated, Highly Trained Staff
- Competitive Pricing
- Advocacy & Education
- Marketing & Public Relations Support

We are the only full-service organic certification agency and trade association in the industry. Our mission is to **certify, educate, advocate and promote organic** on behalf of our members.

CCOF is accredited by the U.S. Department of Agriculture (USDA) to certify to the National Organic Program (NOP) standards.



**For more information visit [www.ccof.org](http://www.ccof.org)**  
(831) 423-2263 • [ccof@ccof.org](mailto:ccof@ccof.org)



## CCOF's Expedited Certification Program

# WHEN YOU NEED ORGANIC CERTIFICATION FAST

CCOF is dedicated to providing cost-effective service. Due to the complexity of the application review, inspection, and inspection report review process, we recommend that certification applications are submitted 12 weeks prior to organic harvest, projected sales, or other deadlines.

If you have a short certification time frame, we provide expedited services to meet your needs. Complete the expedited application on [www.ccof.org](http://www.ccof.org) and return it by email to [inbox@ccof.org](mailto:inbox@ccof.org) or by fax to **(831) 423-4528**.

### Who is this program for?

- » Operations that are capable of compliance and wish to finish the certification process as soon as possible (such as impending harvests, market releases, or product launch deadlines).

### What will CCOF provide?

- » Your application receives top priority processing. All correspondence will be emailed, faxed, or shipped to you as efficiently as possible.
- » CCOF will begin securing an inspector immediately. Once your application is reviewed and accepted, your inspection will occur as soon as possible based upon your schedule and inspector availability.
- » The inspection report will be submitted to CCOF within two business days of the inspection.
- » CCOF will review the inspection report upon receipt and identify outstanding issues or grant certification within three business days.

### 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.

### How much does expedited service cost?

- » \$1,600 for new certification applicants and annual inspections (with or without new land, facilities, etc.), which includes \$325 initial application fee.
- » \$1,250 for adding an additional facility to your existing certification, which includes the additional facility fee.
- » \$900 for adding new acreage at your existing farming operation, plus the additional add acreage fees. See the CCOF Certification Services Program Manual.
- » Inspection and annual certification costs also apply. While we make every effort to minimize inspection expenses, expedited services may incur higher costs.

### What is expected of the client?

- » A complete application describing your organic practices.
- » Timely responses to requests for information during the application and inspection review processes.
- » Payment of expedited service fees and subsequent certification costs.

### What if I don't enroll?

CCOF will process your application as quickly as possible and provide you with high-quality service. Every effort will be made to ensure the process is completed efficiently.

**Start the organic certification process today! »**

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Information:**  A check in the amount of \$ \_\_\_\_\_ is included payable to CCOF.  
 Charge my credit card (check one):  MC  Visa  AmEX  I have a discount code: \_\_\_\_\_

Amount \$: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_



# CCOF CERTIFICATION APPLICATION

To apply for certification please send a completed Application, Organic System Plan, and application fee to:

**CCOF • 2155 Delaware Ave., Suite 150 • Santa Cruz, CA 95060 or email [inbox@ccof.org](mailto:inbox@ccof.org)**

- ▶ CCOF can only process complete applications. CCOF recommends beginning the application process with sufficient time before certification is required, to allow for the necessary inspection and review process. While in some cases certification can be provided in a very short time frame, providing up to twelve weeks is recommended. Expedited services are available. More information is available at [www.ccof.org](http://www.ccof.org) or by contacting CCOF.
- ▶ Please keep a copy of the completed application and organic system plan for your records.
- ▶ **For your convenience, an E-form version of this section/document is available online at [www.ccof.org](http://www.ccof.org)**
- ▶ **A non-refundable application fee of \$325 is due at the time of application.**  Credit Card payment information on page 4  
 Other form of payment enclosed  I have a discount code: \_\_\_\_\_

## A. COMPANY INFORMATION

1) Business Name: \_\_\_\_\_  
 DBA: \_\_\_\_\_

2) Business Information:  
 Sole Proprietorship. Owner's Name: \_\_\_\_\_  
 Partnership. Owner's Names: \_\_\_\_\_  
 Corporation –OR–  LLC. State of incorporation: \_\_\_\_\_  
 Tax ID#: \_\_\_\_\_  
 Name of owners, or officers and their titles: \_\_\_\_\_  
 Others (describe): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_

## B. CONTACT INFORMATION

- 1) **Primary Contact:** *Please designate one person in your operation to be CCOF's Primary Contact. This person will be listed in CCOF printed and online directories. 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 company.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Preferred language for communication:  English  Spanish (most CCOF forms & materials available in Spanish)  
 Preferred written communication method:  Email  Postal Mail

- 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 company. Attach an additional list if necessary.*

a) Name/Title	Phone number	Email
_____	_____	_____
b) Name/Title	Phone number	Email
_____	_____	_____
c) Name/Title	Phone number	Email
_____	_____	_____



# CCOF CERTIFICATION APPLICATION

## C. CERTIFICATION PROGRAM INFORMATION

1) Which organic standards are you applying to be certified to? *For more information about CCOF certification programs, or to determine which program(s) you need, visit [www.ccof.org](http://www.ccof.org) to review the CCOF Certification Services Program Manual or contact us by phone or email. Check all that apply:*

- USDA National Organic Program (NOP) Compliance:** Base program for operations in the US or Mexico.  
Complete the Organic System Plan.
- Transitional Certification:** For farm operations converting to organic production with intention to be certified under the NOP.  
Complete the Organic System Plan.
- Canadian Organic Regime Compliance:** Base program for operations in Canada only.  
Complete the COR Organic System Plan.
- CCOF Global Market Access Program:** Export verification for Japan, EU, Canada, Korea from the US.  
Complete the GMA application form.
- CCOF International Standard Program:** Export certification for shipments to Switzerland or to the EU from Mexico.  
Complete the International Standard Program application form.
- CCOF Mexico Compliance Program:** Required for operations in Mexico; export verification for shipments to Mexico.  
Complete the Mexico Compliance Program application form.

2) Does this operation produce or handle:  Both organic and nonorganic product(s)  Organic product(s) only

3) Please indicate any markets you export to directly or indirectly (as an ingredient or through brokers/traders etc.).

Japan  Europe  Canada  Korea  Switzerland  Mexico  Other: \_\_\_\_\_

4) When do you anticipate the need for certification? \_\_\_\_\_

5) Is your operation currently certified organic?

No  Yes, provide name of certifier: \_\_\_\_\_

6) Has this operation ever applied for, or been granted, organic certification?

No  Yes, complete a, b & c below and provide name of certifier: \_\_\_\_\_

a) Was your certification or the certification of fields or products ever suspended or revoked?  No  Yes

b) Did you surrender your certification with outstanding non-compliances or conditions?  No  Yes

c) Did you withdraw your application for certification with outstanding non-compliances?  No  Yes

If you answered "Yes" to a, b or c above, please list the years and agencies, attach a copy of all relevant letter(s) and a description of all corrective actions: Year(s): \_\_\_\_\_  Letters Attached

Corrective actions taken: \_\_\_\_\_

## D. CALIFORNIA ORGANIC REGISTRATION Not applicable, not based in California

*Operations engaged in production of organic products in California must register with the state prior to the first sale. Contact your local County Agricultural Commissioner for more information if you produce organic crops, livestock, or process meat, fowl, or dairy products. Contact the Department of Health Services if you process or handle any other organic products. [California Organic Products Act of 2003].*

1) California Organic Program Registration number (grower and post harvest handling): \_\_\_\_\_

2) Department of Health Services Organic Registration number (processing): \_\_\_\_\_

## E. ANNUAL CERTIFICATION FEE

*CCOF will estimate and invoice your certification fee based on the information provided below and collected at the initial and subsequent inspections. Please refer to the CCOF Certification Services Program Manual for fee information. **Certification fees must be paid prior to issuance of certification.** Enter your credit card information on page 4 or attach another form of payment.*

1) **All Operations:** Current or expected organic production value (next 12 months): \_\_\_\_\_

2) **Farm and Livestock operations:**

Current or expected cost of certified organic seed and/or feed purchased (next 12 months): \_\_\_\_\_

3) **Handlers/processors/private labelers and other non-farm businesses:**

Current or expected cost of certified organic ingredients/products purchased (next 12 months): \_\_\_\_\_



# CCOF CERTIFICATION APPLICATION

Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

## F. CERTIFICATION CONTRACT AND AGREEMENT

► The following must be signed by a legally authorized representative of any operation by all applicants for certification by 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 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 or International Standard certification: Comply with the requirements set forth in the CCOF GMA or International Standard Certification Manual, respectively.
- 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 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.
  - 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 our 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 "Governing Law", "Consent to Jurisdiction", "Indemnification" and "Limit of Liability" as described in the CCOF Certification Program Manual Section 6.

**I, the owner or legally authorized corporate representative,** 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:

Name/Title	Signature	Date
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# CCOF CERTIFICATION APPLICATION

Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

## G. CREDIT CARD PAYMENT INFORMATION

Credit Card Payment Information: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Amex		Amount: \$
Name on Card:		Phone Number:
Card Holder's Address:		
Credit Card Number:		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):		Signature _____

## H. 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: \_\_\_\_\_

### 2) Sales Methods:

Community Supported Agriculture (CSA): \_\_\_\_\_

Copacking Services (CS): \_\_\_\_\_

Export (EX): \_\_\_\_\_

Farmer's Market (FM): \_\_\_\_\_

Ingredients (Ing): \_\_\_\_\_

Produce Stand (PS): \_\_\_\_\_

Retail (R): \_\_\_\_\_

Tasting Room/Winery: \_\_\_\_\_

U-Pick (UP): \_\_\_\_\_

Wholesale (WS): \_\_\_\_\_

### 3) Apprenticeship Options:

Apprenticeship Offered: \_\_\_\_\_

Terms:  Board  Internships  Wage  Other: \_\_\_\_\_

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

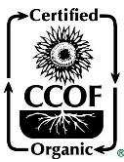
## I. ADDITIONAL SERVICE OPPORTUNITIES (optional)

Check any additional services you may be interested in and a CCOF representative or partner organization will contact you.

Food Safety Services for Farms       Food Safety Services for Facilities or Processing       Kosher

Food Safety Training       Non-GMO verification outside of organic certification

Other: \_\_\_\_\_



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

**A. OPERATION DESCRIPTION**

- 1) Please help us understand your organic operation. Describe or attach a description of your organic business or plans including processing and handling activities. Alternately, attach a schematic product flow chart that describes or shows how product is received, stored, handled, processed, packaged, and displayed.
  - Description attached

- 2) Type of retail store or restaurant:
  - Retail Store     Cooperative
  - Regional or national retail chain, number of stores/locations: \_\_\_\_\_
  - Independent Restaurant     Hotel restaurant     Hotel in room dining     Catering services
  - School or Business Cafeteria     Regional or national restaurant chain, number of locations: \_\_\_\_\_

*Fees for restaurant certification are determined by number of locations per CCOF Certification Program Manual*

  - Other: \_\_\_\_\_

- 3) For retail stores, estimate square footage of areas being certified. For retail chains estimate the average certified area at each location. *Fees for retail certification are determined by square footage or number of locations per CCOF Certification Program Manual*

- 4) What is the estimated percentage of organic products sold in your store(s) or restaurant(s)?

**B. Please review ALL of the following activities to identify the sections of the CCOF Organic System Plan (OSP) that apply to your operation.** For each activity that matches your plans or current organic activities please complete the OSP section(s) indicated. You DO NOT need to complete OSP sections that are not applicable to your operation. **You may need to either complete additional OSP forms or retire OSP forms if your activities change in the future.**

**Organic Activities:**

**Fill out these forms:**

1) I am applying for CCOF organic retail or organic restaurant certification.	<b>Application</b> <b>R1.0:</b> Retail / Restaurant Checklist (this form) <b>R2.3:</b> Retail / Restaurant Facility <b>R4.0:</b> Organic Practices <b>R5.0:</b> Record Keeping for Retail / Restaurant <b>Handler Application – Nonagricultural Materials</b>
2) I am requesting certification for a retail department or multiple retail departments (Produce, Bulk, Meat, etc.).	<b>R2.0:</b> Retail Departments
3) I am requesting certification for a restaurant or retail prepared foods department (Deli, Salad Bar, etc.).	<b>R3.0:</b> Restaurant / Prepared Foods
4) I am requesting certification of specific recipes or dishes.	<b>H2.0:</b> Organic Products <b>H2.0A:</b> Agricultural Ingredients and Suppliers <b>H2.0B:</b> Product Formulation (for each product)
5) I use nonorganic ingredients (other than salt) or processing aids in recipes or dishes that I would like to label as organic.	<b>H2.0:</b> Organic Products <b>H2.0A:</b> Agricultural Ingredients and Suppliers <b>H2.0B:</b> Product Formulation (for each product)



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

- ▶ Complete this form for your retail departments.
- ▶ Where practices differ across locations, provide descriptions that reflect every possible practice.

Facility covered by this plan (if different from operation name): \_\_\_\_\_

**A. ORGANIC DEPARTMENTS**

- 1) Indicate all retail departments seeking organic certification. Use R3.0 form to describe prepared foods, deli, and salad bar.
- Produce    Bulk    Meat and Poultry    Grocery    Specialty & Gourmet Foods (e.g. cheese, olive bar, alcohol, coffee)
- Bakery (finish baked only)
- Other: \_\_\_\_\_

- 2) Describe or attach a description of each department's organic products, activities, and display systems including cut and wrap, labeling, repackaging, prepacking, relabeling, minor processing, juicing, grinding, wet rack, and cold case.
- Produce: \_\_\_\_\_
- Bulk: \_\_\_\_\_
- Meat and Poultry: \_\_\_\_\_
- Grocery: \_\_\_\_\_
- Specialty & Gourmet Foods (e.g. cheese, olive bar, alcohol, coffee): \_\_\_\_\_
- Bakery (finish baked only): \_\_\_\_\_
- Other: \_\_\_\_\_

- 3) Is salt used in any organic product made on-site?    No    Yes, list all salts on OSP Materials List

**B. MENUS, SIGNAGE, AND LABELING** Organic labeling guidelines are available on our website [www.ccof.org](http://www.ccof.org)

- 1) How are organic products and ingredients identified and promoted?
- Menu    Signs    Scale labels    Shelf Talkers    Table Tents
- Other: \_\_\_\_\_
- 2) Attach sample labels and signage used for both **organic and nonorganic** products in each department. Attach a label for each type of claim if multiple claims are made (100% Organic, Made with Organic..., Organic). *Labels and signage must clearly differentiate between organic and nonorganic products. When templates are revised, submit sample to CCOF for review and approval prior to printing.*    Attached
- 3) How do you develop labels and signage? Who is responsible for developing labels? How often do labels change? If systems differ among departments, describe each different system and specify departments.
- \_\_\_\_\_
- 4) How do you verify the accuracy of organic claims and ingredient statements on labels and signage generated in-house, including shelf tags, scale labels, store displays, etc?
- N/A, no in-house labels
- Other in-house quality control systems ensure labels are accurate, i.e. gluten, allergen. *Describe who is responsible and frequency below.*
- Regularly review labels and signage in use on store floor. *Describe who is responsible and frequency below.*
- Regularly review templates for accuracy. *Describe who is responsible and frequency below.*
- \_\_\_\_\_





**C. ORGANIC SUPPLIER VERIFICATION**

- ▶ Suppliers include certified distributors, retailers, growers, producers, manufacturers, co-packers, and commissary kitchens. When sourcing from an uncertified distributor, the original producer's organic certificate must be requested.
- ▶ Organic certificates for suppliers must list specific products sourced, have an inspection or issue date within the last year, and state "USDA organic standards" or "NOP".
- ▶ Store personnel must be able to access supplier certificates during inspection. Inspectors will verify that complete, current certificates listing specific products are available.

1) Complete the table below to list your suppliers of organic products or provide an attachment. Attach organic certificates for each supplier.       Supplier list attached       Organic certificates attached

Supplier Name	Type of Ingredients/Products supplied (e.g. dry bulk, produce, meat, bread)	Certifier

- 2) How do you verify that all supplier/ingredient organic certificates are **current** for all products/ingredients?
- Maintain valid certificates, accessible on-site, updated annually
- Other: \_\_\_\_\_
- 
- 3) How do you verify that you are sourcing certified organic products when working with a **new supplier**?
- Prior to purchasing or receiving any organic product, request current, valid certificate and have accessible on-site
- Other: \_\_\_\_\_
-



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

▶ Complete this form to describe your retail/ restaurant facility locations and training program.

**A. GENERAL INFORMATION**

1) Complete the table below or attach a complete list of locations that you would like to have certified. Include site address, phone number, email, and a main contact for each location.  Attached

Store Name or Number	Phone	Address	Contact	Contact Email

**B. ORGANIZATIONAL STRUCTURE** If your operation only has one location, SKIP to section C.

1) How is your company organized/structured (central headquarters, franchises, regional offices, company owned stores, independently managed stores, etc.)?

2) Describe or attach description of your personnel and management structure (teams, management, etc.).

3) Indicate which functions or decisions are managed centrally, regionally, locally, or any combination of those three:

- Organic system plan  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Organic ingredient/ product sourcing  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Sanitation procedures & materials  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Pest control contractors & materials  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Signage, labeling, displays, menu  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Processing procedures  Centrally  Regionally  Locally  Other: \_\_\_\_\_
- Staff training  Centrally  Regionally  Locally  Other: \_\_\_\_\_

4) When individual locations make independent decisions, how are those decisions are made and communicated (notification of regional mangement, internal audits where system are unique, etc.)?



### C. EMPLOYEE TRAINING

Your employee training program should include training in proper sanitation, pest control, record keeping, handling, and labeling of organic products to prevent potential contamination and commingling.

1) How and when do you train individual locations or employees on organic compliance procedures and policies?

---

2) How do you monitor whether procedures and policies are successful?

---

3) How do you ensure that employees in all departments seeking certification are provided **ongoing** access to organic practices, procedures, and updates?

---



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

- ▶ Complete this form for your restaurant or retail prepared foods department (e.g. deli, salad bar, bakery)
- ▶ Where practices differ across locations, provide descriptions that reflect every possible practice.

Facility covered by this plan (if different from operation name): \_\_\_\_\_

**A. ORGANIC PRODUCTS AND INGREDIENTS**

1) Indicate all restaurant or prepared foods departments seeking organic certification.

- Full Service Restaurant    Salad Bar    Coffee Bar    Prepared Foods case    Deli    In-Store Bakery
- Juice/Smoothie Bar
- Other: \_\_\_\_\_

2) Describe or attach a description of each department's organic products and activities including display systems (e.g. cold case, hot bar, counter/table displays).

- Full Service Restaurant: \_\_\_\_\_
- Salad Bar: \_\_\_\_\_
- Coffee Bar: \_\_\_\_\_
- Prepared Foods case: \_\_\_\_\_
- Deli: \_\_\_\_\_
- In-Store Bakery: \_\_\_\_\_
- Juice/Smoothie Bar: \_\_\_\_\_
- Other: \_\_\_\_\_

3) What is your organic pledge or claim? If certifying multiple departments, specify the claims made by each department.

- All foods produced are organic. *Requires an all organic pantry (no nonorganic ingredients other than salt).*  
Departments: \_\_\_\_\_
- Limited recipes are organic. Menu, labels, or signs denote which **dishes** are organic. *May require CCOF review of recipes.*  
Departments: \_\_\_\_\_
- Limited recipes use organic ingredients. Menu, labels, or signs denote which **ingredients** in a specific dish are organic. *May require CCOF review of recipes.*  
Departments: \_\_\_\_\_
- Specified list of organic or non-organic ingredients is made available to the public. *Submit list to CCOF for review.*  
Departments: \_\_\_\_\_
- Other: \_\_\_\_\_

4) Do you use any nonorganic ingredients (other than salt) or processing aids in dishes or products represented as organic on your menu, label, or signs? If certifying multiple departments, specify departments using nonorganic ingredients or processing aids.

- No nonorganic ingredients or processing aids used in organic products other than salt. *Inspector will verify that no nonorganic ingredients were used. May require CCOF review of recipes (H2.0, H2.0A, H2.0B) if compliance is not observed at inspection.*  
Departments: \_\_\_\_\_
- Yes, nonorganic ingredients or processing aids are used. *If organic claims are made on the final dish, CCOF must review the specific recipe for any product that uses any nonorganic ingredients. Submit H2.0, H2.0A, H2.0B.*  
Departments: \_\_\_\_\_



5) How frequently do menus, recipes, or dishes change to include new products or remove products? How frequently are new ingredient suppliers added? If certifying multiple departments, specify departments.

6) Is salt used in any organic product made on-site?  No  Yes, list all salts on OSP Materials List

**B. SUBSTITUTIONS**

1) How do you prevent substitution of nonorganic ingredients for organic when an organic ingredient or item is unavailable (e.g. not producing a salad if an organic ingredient is out of stock)? How are staff and customers notified? *Nonorganic ingredients may only be substituted for organic if organic claims are removed.*

2) How are substitutions of organic ingredients documented?

- Maintain logs including date of purchase, certified source, quantity, and verification that staff and customers were notified.
- Maintain receipts for substitution ingredient or item that state "organic".
- Other: \_\_\_\_\_

**C. MENUS, SIGNAGE, AND LABELING** *Organic labeling guidelines are available on our website.*

1) How are organic products and ingredients identified and promoted?

- Menu  Signs  Scale labels  Shelf Talkers  Table Tents
- Other: \_\_\_\_\_

2) Attach sample labels and signage used for both **organic and nonorganic** products in each department. Attach a label for each type of claim if multiple claims are made (100% Organic, Made with Organic..., Organic). *Labels and signage must clearly differentiate between organic and nonorganic products. When templates are revised, submit sample to CCOF for review and approval prior to printing.*  Attached

3) How do you develop labels and signage? Who is responsible for developing labels? How often do labels change? If systems differ among departments, describe each different system and specify departments.

4) How do you verify the accuracy of organic claims and ingredient statements on labels and signage generated in-house, including shelf tags, scale labels, store displays, etc?

- NA, no in-house labels
- Other in-house quality control systems ensure labels are accurate, i.e. gluten, allergen. *Describe who is responsible and frequency below.*
- Regularly review labels and signage in use on store floor. *Describe who is responsible and frequency below.*
- Regularly review templates for accuracy. *Describe who is responsible and frequency below.*



**D. ORGANIC SUPPLIER VERIFICATION**

- ▶ Suppliers include certified distributors, retailers, growers, producers, manufacturers, co-packers, and commissary kitchens. When sourcing from an uncertified distributor, the original producer's organic certificate must be requested.
- ▶ Organic certificates for suppliers must list specific products sourced, have an inspection or issue date within the last year, and state "USDA organic standards" or "NOP".
- ▶ Store personnel must be able to access supplier certificates during inspection. Inspectors will verify that complete, current certificates listing specific products are available.

1) Complete the table below to list your suppliers of organic products or provide an attachment. Attach organic certificates for each supplier.  Supplier list attached  Organic certificates attached

Supplier Name	Type of Ingredients/Products supplied (e.g. dry bulk, produce, meat, bread)	Certifier

- 2) How do you verify that all supplier/ingredient organic certificates are **current** for all products/ingredients?
- Maintain valid certificates, accessible on-site, updated annually
  - Other: \_\_\_\_\_
- 3) How do you verify that you are sourcing certified organic products when working with a **new supplier**?
- Prior to purchasing or receiving any organic product, request current, valid certificate and have accessible on-site
  - Other: \_\_\_\_\_





Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

- ▶ Complete this form to describe your receiving, storage, processing, display, cleaning/sanitation, and pest control practices.
- ▶ Where practices differ across locations, provide descriptions that reflect every possible practice.

Facility covered by this plan (if different from operation name): \_\_\_\_\_

Certified organic retailers and restaurants must have practices in place that prevent commingling and contamination of organic products. Organic products must not come in contact with nonorganic products (commingling) or prohibited materials (contamination) during receiving, storage, processing, display, cleaning/sanitation, or pest control.

**A. RECEIVING**

- Do you ever receive organic and nonorganic products at the same time or in the same vehicle?  Yes  No
  - If yes, what steps are taken to prevent commingling of organic and nonorganic products?
    - Labeled pallets  Organic product sealed or shrink wrapped  Designated organic and nonorganic areas
    - Other: \_\_\_\_\_
- Do any products arrive unsealed or in permeable packaging (e.g. clamshells, open boxes, trucks)?  Yes  No
  - If yes, how do you ensure contamination was prevented during transport (e.g. protection from gases, liquids)?
    - Affidavits from transport companies  Certified supplier provides documentation
    - Other: \_\_\_\_\_
  - Do you receive products in reusable containers/vehicles (e.g. RPCs, tankers, railcars)?
    - No  Yes, list sanitizers or detergents/cleaners that are not rinsed off are listed on your OSP Materials List. *You may need to request this information from the supplier or transportation company.*
- Describe your quarantine procedure for products received that appear contaminated or whose organic status is unknown. *Organic produce must not be packed with fumigant slips, pads, or sulfite slips*

**B. STORAGE**

- How do you ensure organic products are not commingled with nonorganic products in storage? Select all that apply:
  - Not applicable, all organic  All products are sealed and labeled  Storage areas dedicated and identified as organic only
  - Products that have been partially used are returned to storage area sealed and labeled
  - Nonorganic products in permeable packaging are never stacked on top of organic products in permeable packaging
  - Other: \_\_\_\_\_
- How do you ensure that packaging materials (e.g. cardboard boxes, crates) and equipment (e.g. carts, trays, bins, lugs) used for display, transport, or storage do not contaminate organic products? Select all that apply:
  - Not applicable, all organic
  - Only organic packaging materials are re-used for organic products
  - Nonorganic packaging materials are marked for nonorganic use only
  - Packaging materials and equipment cleaned prior to using to display, transport, or store organic products.
  - Distinguishably dedicated organic containers and equipment for transferring organic and nonorganic products (e.g. labeled or color coded)
  - Other: \_\_\_\_\_
- If off-site facilities are used to store organic ingredients and products while unsealed or in permeable packaging, complete this table, or provide an attachment with this information.  Not applicable  Attached

Storage Facility Name & Location	Ingredients/Products Stored	Documentation
		<input type="checkbox"/> OC* <input type="checkbox"/> SFA**
		<input type="checkbox"/> OC* <input type="checkbox"/> SFA**
		<input type="checkbox"/> OC* <input type="checkbox"/> SFA**

\*Attach the Organic Certificate (OC) for each certified storage facility listed above.

\*\*For any non-certified facilities listed above, attach a CCOF Storage Facility Affidavit (SFA).

**NOTE:** SFAs are available at [www.ccof.org](http://www.ccof.org) and must be signed and submitted **annually**.



**C. PROCESSING/ REPACKING/ PREPARATION**

- 1) How do you ensure that processing, repacking, and preparation surfaces/equipment prevent commingling of organic products with nonorganic? Select all that apply:
  - Not applicable, organic products not processed, repacked, or prepared
  - Distinguishably dedicated organic areas or equipment (e.g. labeled or color coded)
  - Clean liners used for organic (e.g. baking racks)
  - Organic products processed, repacked, or prepared on clean surfaces with clean equipment
  - Organic products processed, repacked, or prepared on equipment that has been purged (e.g. nut grinder, coffee roaster)
  - Organic products processed, repacked, or prepared prior nonorganic products
  - Other: \_\_\_\_\_
- 2) How are any "work in process" (WIP) products identified as organic and protected from commingling with nonorganic products or ingredients? If systems differ among departments, describe each different system and specify departments.  
\_\_\_\_\_
- 3) For materials used in or on **nonorganic** products, how do you prevent accidental use during organic processing, and how can this be verified at inspection? For example: designated storage areas for organic and nonorganic materials, documented employee training, written SSOPs or recipes. If systems differ among departments, describe each different system and specify departments.  
\_\_\_\_\_

**D. RETAIL DISPLAY** *Restaurants without retail display or counter SKIP to section E*

- 1) How do you prevent contamination or contact between organic and nonorganic products on display? Select all that apply:
  - Not applicable, all products are organic
  - Organic and nonorganic products are displayed in separate cases or display areas
  - Wrap or package organic/nonorganic products
  - Organic products are displayed above nonorganic products
  - Use physical dividers, shelf liners, or containers to separate organic and nonorganic products, cleaned between use for organic and nonorganic products
  - Use organic parsley, organic kale, or other organic display produce between organic and nonorganic products
  - Dedicated organic shelf liners or containers
  - Other: \_\_\_\_\_
- 2) In wet racks (mistifiers) and other wet display cases, how do you prevent nonorganic product from touching or dripping onto organic products? Select all that apply:
  - Not applicable, all products are organic
  - Organic products are displayed above nonorganic products
  - Organic and nonorganic products are displayed in separate cases or display areas
  - Other: \_\_\_\_\_
- 3) How do you prevent accidental commingling of organic and nonorganic products by customers? Select all that apply:
  - Not applicable, all products are organic OR no customer contact
  - Do not display twin lined products. *Twin lined products are organic and nonorganic versions of the same item.*
  - Organic and nonorganic products are displayed in separate cases or display areas
  - Provide distinguishably dedicated organic scoops or tongs in display area (e.g. labeled or color coded)
  - Attach scoops to bins so they are not interchangeable
  - Other: \_\_\_\_\_
- 4) How do you address customer commingling of organic and nonorganic products? Select all that apply:
  - Not applicable, all products are organic OR no customer contact
  - Regular surveys by store personnel to look for customer commingling
  - Organic product in contact with nonorganic product is immediately removed from display and discarded
  - Organic product in contact with nonorganic product is immediately removed from display and sold as nonorganic
  - Other: \_\_\_\_\_



- 5) Where commingling between organic and nonorganic is unavoidable due to customer handling (e.g. shared grinders, scoops), how are customers made aware of the risk to organic integrity?
- Not applicable, no shared equipment OR no customer contact
- Signs or labels inform consumers that organic status is lost when processed on shared (organic and nonorganic) equipment.  
*Submit sample to CCOF for review.*
- Other: \_\_\_\_\_

## E. WATER AND WATER ADDITIVES

- 1) Is water used in direct contact with organic products or added to organic products (i.e. wash water, as an ingredient)  
*Water used in food production must meet Safe Drinking Water Act standards.*  Yes  No, SKIP to section E2
- a) Do you add any substances or treat water (i.e. RO, UV) used in direct contact with organic products?
- No  Yes, list each material on OSP Materials List  Describe water treatment:
- \_\_\_\_\_
- b) Do you add **chlorine** to water that directly contacts organic products?
- No  Yes, records or SOP used for monitoring chlorine are attached. 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
- 2) Does steam contact organic products or packaging?  Yes  No, SKIP to section F
- a) If yes, and steam boiler is used, describe how you prevent contact with volatile boiler chemicals when processing organic products:
- Attached  Not applicable, no boiler used.
- \_\_\_\_\_
- b) If boiler chemicals are used, list each boiler chemical that is not turned off prior to organic production on your OSP Materials List and attach an ingredient statement for each.  Attached

## F. CLEANING AND SANITATION *Staff must be prepared to describe cleaning and sanitation procedures at inspection.*

- 1) Do you use sanitizers/packaging aids in direct contact with organic products (i.e. peracetic acid, lactic acid, ozone, nitrogen)?
- No  Yes, list each material on OSP Materials List
- 2) Describe your cleaning program for equipment and surfaces that contact organic products during storage, transport, handling, processing, repacking, preparation, packaging, and display (e.g. carts, lugs, RPCs, containers, Hobart, tongs, shelf liners, dividers, bulk bins, scoops, scale). You may provide this information as an attachment. Where practices differ across departments/locations, select all that may apply in any department/location:
- Dishwasher with high heat sanitation
- Dishwasher with quaternary ammonia (quat) sanitation or rinse aid
- Dishwasher with chlorine sanitation
- Dishwasher with chemical rinse aid other than quat or chlorine
- Handwash equipment/surfaces with detergent/cleaner and chlorine sanitizer
- Handwash equipment/surfaces with detergent/cleaner and quat sanitizer
- Handwash equipment/surfaces with hot water
- Periodic cleaning of dedicated organic equipment (e.g. shelf liner, nut butter grinder, bulk bin or liquid dispenser)
- Purge\* equipment that cannot be cleaned (e.g. nut butter grinder, coffee roaster). *Describe purge procedure including product/quantity purged and documentation at inspection.*
- \*Purge – To expel nonorganic product prior to processing organic product from food processing equipment.*
- Other: \_\_\_\_\_
- 3) If you have an SSOP that describes cleaning and sanitation practices, attach a copy of the sections regarding **organic departments and contact surfaces only**.  Organic SSOP sections attached  Not applicable
- 4) If any surfaces or equipment are NOT either cleaned or purged prior to contact with organic products, explain why not:
- \_\_\_\_\_
- 5) Do you use any sanitizers or detergents/cleaners that are not rinsed off of equipment and surfaces that contact organic products?
- No  Yes. If yes, list each material on OSP Materials List.



- 6) How do you ensure no residues from prohibited materials (e.g. quaternary ammonia) remain on organic contact surfaces?
  - Not applicable    Rinsing    Complete drying of alcohol-based sanitizers
  - Residue Testing:    pH    Quaternary Ammonia    Other testing: \_\_\_\_\_
- 7) How do you verify that equipment and surfaces have been cleaned properly? Select all that apply:
  - Documentation (e.g. cleaning log, production log, wash tag, purge log)
  - Regular employee training on standard cleaning procedures
  - Other: \_\_\_\_\_
- 8) If cleaning is NOT documented, explain why not: \_\_\_\_\_

**G. FACILITY PEST MANAGEMENT**

- 1) Who is responsible for pest control?
  - In-house    Contracted pest control service (name): \_\_\_\_\_
- 2) Which of the following management practices do you use to **prevent** pests? *Must use at least one.*
  - Remove pest habitat, food sources, and breeding areas    Prevent access to facility
  - Manage environmental factors to prevent pest reproduction (temperature, light, humidity, atmosphere, air circulation)
  - Other: \_\_\_\_\_
- 3) Which of the following practices do you use to **control** pests in organic production and storage areas?    N/A
  - Mechanical or physical controls, including traps, light, or sound
  - Lures and repellents using nonsynthetic or synthetic substances consistent with the National List. List lures and repellents that you apply in organic production and storage areas on your OSP Materials List.
- 4) Are the measures listed above sufficient to prevent or control pests?    Yes    No
  - a) If no, explain below. List pest control materials **from the National List** that you apply in organic production and storage areas on your OSP Materials List. *National List materials include carbon dioxide, nitrogen gas, Vitamin D3 bait, boric acid, diatomaceous earth and soap products.*
- 5) Are National List materials listed on your OSP Materials List sufficient to prevent or control pests?    Yes    No
  - a) If no, explain below (or attach justification). List pest control materials **not on the National list** that you apply in organic production and storage areas on your OSP Materials List.    Letter of justification attached
- 6) How do you prevent pest control materials from contacting organic products, ingredients, and packaging materials?
  - Remove product and packaging from areas to be treated    Wash and rinse organic contact surfaces after treatment
  - Cover equipment used for organic handling    Purge equipment with nonorganic product
  - Other: \_\_\_\_\_
- 7) Where do you record pest control material use and measures taken to protect organic products or packaging?
  - Pesticide Use Log    Log describing removal/reentry of products and packaging    Purge log
  - Other: \_\_\_\_\_



**Operation Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

An "Audit Trail" or "trace-back" system is documentation sufficient to determine the source, transfer of ownership and transportation of organic products. Certified operations must maintain records of processing/handling of organic crops that fully disclose all activities and transactions in enough detail to be readily understood and audited. They should be sufficient to demonstrate compliance with organic laws and standards, and kept for at least five (5) years.

- ▶ Where practices differ across locations, provide descriptions that reflect every possible practice.
- ▶ Records are important if the organic status of a product you sell is ever questioned. Maintaining records may reduce store liability by demonstrating your compliance with certification requirements and due diligence to verify the organic status of the products you sell.

**A. RECORDS**

Traceability of organic products is required in all certified departments. Note that documentation maintained for other programs such as food safety, allergen prevention, product recall, animal welfare grading, etc. may be used as part of your organic traceability system.

1) Complete the following table to indicate availability and types of records maintained regarding purchase, inventory, and sales of organic products included in your certification.

Maintained?	Record Type	If maintained, where is the record located?					Notes (specify departments, if different)
		At each facility/store	Distribution Center	Regional Office	Central/Corporate Office	Other	
<input type="checkbox"/>	Supplier/vendor Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Bill of lading from vendor or distributor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Packing slips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Organic certificates for each supplier, certified distributor, producer, manufacturer, co-packer, or commissary kitchen that provides products labeled as organic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Production logs for processed, repackaged, or prepared organic products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Records of organic products lost due to spoilage, shrinkage, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Records of organic products transferred to other departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Cashier scanning logs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Computerized sales summaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Other records related to organic products or processing:</b>						
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**B. TRACKING ORGANIC PRODUCTS**

1) How do you track ingredients/products labeled as organic from inbound receiving through production or display to demonstrate that organic was received? For example: verifying that invoice or packing slips clearly identify products as organic, linking "sell by" dates on relabeled products to invoices or packing slips based on "first in first out", maintaining production logs for products prepared on site. If certifying multiple departments with different practices, describe traceability in each department.

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2) Are organic products processed, repackaged, or prepared in any department?  Yes  No

a) If yes, how you are able trace ingredients back to the original source in each department that is processing, repacking, or preparing organic products? If certifying multiple departments with different practices, describe traceability in each department. *Production logs may be required for multi-ingredient products made on-site.*

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b) Describe the records and system you use to track inventory of ingredients and products (in/out balance). You may attach samples to illustrate (i.e. monthly log of beginning and ending inventory).

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**B. SANITIZERS & DETERGENTS/CLEANERS**

- ▶ List all sanitizers and all no-rinse detergents/cleaners used on organic product contact surfaces, including transport, storage, handling or processing. Note that quaternary ammonia sanitizers must be completely removed from equipment by rinsing.
- ▶ List all materials that directly contact organic products (e.g. chlorine or peracetic acid used in wash water).
- ▶ Do not list detergents and cleaners that are rinsed off and have no risk of coming in to contact with organic products.
- ▶ Do not list detergents and cleaners that are used on non-organic product contact surfaces, such as bathroom or drain cleaners.

<b>Brand Name</b>	<b>Manufacturer</b>	<b>Location, Surface, or Product</b>	<b>Rinsed? (Y/N)</b>
<i>Example: Chlorine 123</i>	<i>The Cleaning Pros, LLC</i>	<i>Wash water, packing line</i>	<i>N</i>



**C. NATIONAL LIST PEST CONTROL MATERIALS**

- ▶ National List Pest Control Materials may be used only if preventative practices and mechanical/physical controls are not sufficient to prevent or control pests.
- ▶ Only list materials that are used in organic production and storage areas.

<b>Material</b>	<b>Brand Name</b>	<b>Manufacturer</b>	<b>Location Used and Method of Application</b> <i>(e.g. storage, fogging, crack and crevice)</i>
Lures			
Repellants			
Carbon dioxide			
Nitrogen gas (must be oil free grade)			
Vitamin D3 bait			
Boric acid			
Diatomaceous earth			
Soap products			

**D. NON-NATIONAL LIST PEST CONTROL MATERIALS**

- ▶ Non-National List Pest Control Materials may be used only if preventative practices, mechanical/physical controls, and National List materials are not sufficient to prevent or control pests. Justification for the use of non-National List Materials must be provided.
- ▶ Only list materials that are used in organic production and storage areas.

<b>Brand Name</b>	<b>Manufacturer</b>	<b>Location Used and Method of Application</b> <i>(e.g. storage, fogging, crack and crevice)</i>



Operation Name: \_\_\_\_\_ Date: \_\_\_\_\_

▶ Complete this form if you manufacture, process, label, physically handle organic products, broker, trade, resell organic products or contract another certified operation to process and/or package organic products in your brand or label (private label owner/marketer).

**A. ORGANIC PRODUCTS AND INGREDIENTS**

- 1) For ingredients listed in the H2.0A Agricultural Ingredients and Suppliers form and OSP Materials List, do you source and procure the ingredients and materials?
a) If no, indicate who sources these ingredients or materials:
2) How do you verify that all supplier/ingredient organic certificates are current for all organic ingredient/products?
3) For formulations listed on H2.0B Product Formulation Form(s), do you control recipes/formulas for products...
4) How do you verify that only compliant ingredients, materials, and/or product formulas are used?
5) Attach certificates for all co-packers.
6) How do you verify that all co-packers' organic certificates are current for all co-packed organic products?
7) For finished products labeled "Organic" containing nonorganic agricultural ingredients...

**B. FACILITIES**

- 1) Are products handled at multiple facilities?
a) A list of the handlers or facilities and their certifiers
b) Organic certificates for facilities other than your own
c) A flow chart describing the flow of products between facilities
2) If off-site facilities are used to store organic ingredients or products while unsealed or in permeable packaging, complete this table, or provide an attachment with this information.

Table with 3 columns: Storage Facility Name & Location, Ingredients/Products Stored, Documentation. Includes checkboxes for OC\* and SFA\*\*.

\*Attach the Organic Certificate (OC) for each certified storage facility listed above.
\*\*For any non-certified facilities listed above, attach a CCOF Storage Facility Affidavit (SFA).

NOTE: SFAs are available at www.ccof.org and must be signed and submitted annually.

**C. LABELING** Organic labeling guidelines are available on our website. Submit all labels for all products.

- 1) How do you verify that only compliant labels are used?
2) Do you package any products for private label/marketer customers?
3) Are products labeled 100% Organic produced without any nonorganic processing/packaging aids, including sanitizers or gases?

- ▶ List all organic **finished products** below, including private label products and **attach all labels**. If you are brokering or distributing products, use this form to identify each product you are seeking certification for. *Product category will appear in directory of CCOF certified operations. Product category, detail and brand name will appear on your certificate. CCOF reserves the right to modify product listings to reflect directory naming conventions.*
- ▶ If you are enrolled in the GMA Program, indicate which market you will export each product to and submit all labels.

Product Category <i>(ex: Almonds, Ice Cream)</i>	Product Detail <i>(ex: Honey roasted, Vanilla)</i>	Brand Name	Packaging Form			Domestic (US) product label claim			Name of: <input type="checkbox"/> Certified location where product is processed <i>(may be your own facility)</i> OR <input type="checkbox"/> Certified co-packer of private label product OR <input type="checkbox"/> Certified supplier of brokered/traded product	Certifier of facility or supplier	Export market verification			CCOF Only
			Retail (attach label)	Wholesaler/Bulk (attach label)	Not packaged	100% Organic (NOP Only)	Organic	Made With Organic (NOP Only)			EU Equiv	Canada Equiv	Japan Agreement	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Operation Name: \_\_\_\_\_

Date: \_\_\_\_\_

- ▶ If your operation sources ingredients, list ALL suppliers of agricultural ingredients used in all products, including "work in progress" ingredients made in house. *Private label/marketers who do not process products are not required to submit ingredients for review.*
- ▶ All nonagricultural materials that contact organic products must be listed in your **OSP Materials List** (i.e. processing aids, sanitizers and packaging aids).

Ingredient Name	Source/Vendor/Supplier <i>(last certified source, supplier name must match name on certificate)</i>	Organic (Yes, No)	Additional Compliance			Ingredient Certifier, if any	Certificate Attached <i>(Non-CCOF only)</i>	CCOF Use Only
			EU Equiv	Canada Equiv	Japan Agreement			
<i>Ex: Eggs</i>	<i>Happy Chix Farm</i>	Yes			x	123 Certifier	X	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
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			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	





**Operation Name:**

**Date:**

- ▶ Use this form for each **multi-ingredient** manufactured (either by you or for you) or repacked product. *Wineries should complete the V2.0 and V2.1 forms, not this form. Private label/marketers who do not process products are not required to complete this form. Livestock feed producers are not required to submit all formulations.*
- ▶ Visit [www.ccof.org/documents](http://www.ccof.org/documents) or contact CCOF for an **Excel version** of this document, which auto-calculates and can be used for one or more products. Complete **one sheet for each product**.
- ▶ **See formulas below headers to guide your calculations.**

<b>Product Name:</b>				
<b>Label Brand Name(s):</b>			<b>Certifier on Label:</b>	
Ingredient	Quantity (A)	Units or %	% Organic Content of Ingredient (B)	Ingredient's Org. Contribution to Product (C) = AxB
Example Ingredient	20	Lbs	95%	19 = (20x0.95)
Total of non salt and water contents (D):			Organic Contribution (G): <b>Total of column (C)</b>	
<b>Total column (A)</b>				
Quantity Salt (E):				
Quantity Water (F):			<b>Total Organic %: Divide G/D</b>	
Total Ingredient Quantity: <b>Add up D, E and F</b>				

Round down to nearest whole number

List processing aids used, including packaging aids (i.e. Carbon Dioxide, Chlorine in wash water) if not listed above. Only ingredients and materials approved by CCOF and appearing on your OSP Materials List may be used: