



- IMPORTANT -

Organic Certification Application Instructions for New Applicants

Please complete all sections of this application to create your initial Organic System Plan (OSP).

- ☐ Include information for all processing and handling planned for 2024.
- ☐ Do your best to complete all questions and tables within the application.
****blank areas will cause delay****
- ☐ This year's forms will be used as a "baseline" for future years.
- ☐ Most items that do not change will not be re-submitted each year.
- ☐ Brokers, Traders, Exporters, Importers, and Storage Warehouses – If you do not process products and only physically handle already packaged organic products for sale, storage, and/or transport, please fill out the Organic System Plan for Non-processing Handlers.

****Please note: A fee may be charged for incomplete OSPs****

If you'd like assistance completing your OSP, please contact an OEFFA Sustainable Agriculture Educator at (614) 421-2022 or e-mail agricultureeducators@oeffa.org.

Please fill out your application in black or blue ink. The OSP is a plan that can be updated at your inspection or by contacting us at any time. Please make a copy for your records before submitting.

Contact us if you have any questions or comments about these forms, the standards, or the certification process. **We are here to help!**

Submit all application materials and payment to:

OEFFA Certification
41 Croswell Road
Columbus, OH 43214

Phone: (614) 262-2022 Fax: (614) 421-2011 E-mail: organic@oeffa.org



OEFFA Organic System Plan for NON-PROCESSING Handlers

NEW APPLICANT

Complete this form if you are requesting organic certification but do not physically process organic products. Non-processing activities include brokering, trading, importing, exporting, storing, labeling, etc. If you physically process any organic product, including the physical handling of bulk, unpackaged products, please contact OEFFA for the Organic System Plan for Handlers.

If a question does not apply to your operation, please mark or write "N/A." Attach additional sheets as necessary.

Applicants must complete all pages. You must sign this form.

General Information		NOP §205.401
Operation/Business Name (to appear on your organic certificate)		Date
Owner/Operator	Manager	Primary Contact Person
What is the best way to contact you in writing? (check one): <input type="checkbox"/> Mail <input type="checkbox"/> Email		Operation # (office use only):
Name(s) of others who can discuss and make updates to this OSP		Name of person overseeing non-processing organic handling
Legal status of your business (Each certified operation must be a single legal entity.) <input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Cooperative <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Trust or non-profit <input type="checkbox"/> Public Entity <input type="checkbox"/> Association <input type="checkbox"/> Legal Partnership (federal form 1065)		
Do you have a current copy of the NOP standards? <input type="checkbox"/> Yes <input type="checkbox"/> No		I am requesting verification for export to other countries: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete or update the International Markets section
List the type(s) of products and services requested for certification:		
What percentage of total annual production and handling is organic?		If currently certified with another certifier, list 2023 gross sales from handled organic products and services (US\$):
<u>Check all that apply for your operation, and/or anyone responsibly connected to your operation:</u> <input type="checkbox"/> Currently certified by other certifier(s) Please list: <input type="checkbox"/> Previously certified by OEFFA or other certifier(s) Please list: <input type="checkbox"/> New Applicant (see below)		Have you ever been denied certification, or had your certification suspended (including partial suspensions) or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the circumstances and see the note below:
If you are new to OEFFA and have been certified by another agency, or if your certification has ever been denied, suspended, or revoked, please <u>attach a copy of your last letter from the certifier and other relevant documents</u> and describe how you have addressed any outstanding issues.		
Is all handling (including labeling) for all products requested for certification in this OSP performed at the primary facility address? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:		

Material Input List**NOP §205.270; §205.301****A. PESTICIDES**

List any pesticides used during the last 12 months or planned for use in the next 12 months

NAME & MANUFACTURER OF PESTICIDE PRODUCT	TARGET PEST	LOCATION WHERE USED	METHOD OF APPLICATION	DATE OF LAST APPLICATION

B. OTHER INPUTS

List all other inputs used in your operation in the table below that have the potential to come in contact with organic products.

INPUT/PRODUCT NAME	MANUFACTURER AND/OR BRAND NAME	REASON FOR USE	IF RESTRICTED, DESCRIBE COMPLIANCE WITH NOP RULE ANNOTATION

Attach a label and MSDS for all inputs on this page.

Product Lists, Product Profiles, & Labels

- 1) Provide a complete, current list of products you are requesting for organic certification on the Product List (page 3). Products that you take ownership of or have a label on file for must be listed, although you may list additional products as well. OEFFA may also require additional products to be listed based on the risk and complexity of the operation.
- 2) Attach color label proof(s) or preprinted packaging which displays any proposed organic claims. Labels are only required to be on file when you own the product, apply the label yourself, or the label uses OEFFA on the “Certified Organic By” statement.
- 3) Provide a complete list of all non-organic products produced and/or handled by your operation in a format of your own choosing. Indicate any products that are not certified but have the word “organic” in the ingredient list.
- 4) Please fill out the Supplier and Ingredient List (page 4) for all organic ingredients and products sourced and provide organic certificates.



Operation Name

- Date _____

Page 3

Supplier and Ingredient List

Operation Name _____

Date _____

- List each NEW ingredient (both organic and nonorganic) and its supplier on a separate line.
- List any NEW suppliers and each ingredient sourced from them on a separate line.
- Remove suppliers and/or ingredients that are no longer in use.
- Organic ingredients should be listed exactly as they appear on the supplier certificate. Add additional detail, if needed, to connect the supplier to the product.
- Organic Certificates should be current within 3 years in your OSP and 18 months from the purchase date for on-site inspections.
- Non-organic ingredients not previously approved may require a Non-organic Ingredient Declaration (NOID) and label.

[illegible]

International Markets

Complete this section if you plan to export organic products to other countries and/or if you would like international equivalencies listed on your organic certificate. You may attach additional sheets describing your procedures if necessary. For more information, review the "International Trade & Marketing" policy in the OEFFA Certification Policy & Procedures manual.

List all organic products you wish to export in the table below:

Product Name	Destination (check all that apply)							Type (check all that apply)		
	Canada	Switzerland	EU	Taiwan	Japan	Korea	Other (list)	Single ingredient	Multi-ingredient	All ingredients produced by me

A. CANADA

Do you have documentation that all crops used in products for export to Canada were produced without the use of Sodium (Chilean) nitrate? ☐ Yes ☐ No ☐ N/A (no crop-derived agricultural products or ingredients)

Do you have documentation that all crops used in products for export to Canada were produced without the use of hydroponic or aeroponic methods? ☐ Yes ☐ No ☐ N/A (no crop-derived agricultural products or ingredients)

Do you have documentation that all products/ingredients derived from non-ruminant organic livestock (poultry, hogs, rabbits, etc.) used in products for export to Canada were raised according to the livestock stocking rates in the Canadian Standard (CAN/CGSB 32.310-2006)? ☐ Yes ☐ No ☐ N/A (no non-ruminant livestock derived products or ingredients)

B. EUROPE and/or KOREA

Do you have documentation that all organic apples and pears used in products for export to Europe and/or Korea were produced without the use of antibiotics (streptomycin or tetracycline)? ☐ Yes ☐ No ☐ N/A (no products with apples and/or pears)

There are additional restrictions on wine exports to Europe. Contact OEFFA for details.

C. TAIWAN

Do you have documentation that all products/ingredients derived from organic livestock used in products for export to Taiwan were produced without the use of systemic pain killers, analgesics, and prohibited substances? ☐ Yes ☐ No ☐ N/A (no products or ingredients derived from livestock)

D. SWITZERLAND

Is organic wine for export to Switzerland produced and labeled to Switzerland's regulations? ☐ Yes ☐ No ☐ N/A (no wine products)

Do you plan to label products to be exported? ☐ Yes ☐ No

If YES: Do these labels meet the labeling requirements of the destination country? ☐ Yes ☐ No

Has OEFFA reviewed these labels and approved them specifically for export? ☐ Yes ☐ No (attach labels for review)

This product will be exported as: ☐ wholesale ☐ retail

Who is exporting the product? ☐ self ☐ buyer other: _____

Do required documents accompany exported organic products (i.e. attestations, import/export/transaction certificates, certificates of inspection, etc.)? ☐ Yes ☐ No

Describe export documentation or attach SOP(s):

Operation Information**NOP §205.401**

Physical Facility Address			Mailing Address (if different from facility address)		
City	State	Zip Code	City	State	Zip Code
County			County		
Phone	Fax		E-mail		
What is the best way to contact you to schedule an inspection?: <input type="checkbox"/> Phone/Voicemail <input type="checkbox"/> Mail <input type="checkbox"/> E-mail Please provide directions to your facility for the inspector:					
Year company began			# of employees		
Employee Training: Do you have an employee training program for organic product handling? <input type="checkbox"/> Yes <input type="checkbox"/> No When are employees trained in organic handling processes? <input type="checkbox"/> At hire <input type="checkbox"/> Annually <input type="checkbox"/> When they take on new responsibilities <input type="checkbox"/> other (describe) _____ How do you train employees? <input type="checkbox"/> Presentations <input type="checkbox"/> Readings <input type="checkbox"/> Hands-on practice <input type="checkbox"/> other (describe) _____ How do you monitor the effectiveness of your training program? <input type="checkbox"/> Test/quizzes <input type="checkbox"/> Quality Checks <input type="checkbox"/> Shadowing <input type="checkbox"/> other (describe) _____ Is this training documented? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Indicate all types of organic handling performed by your operation (as you would like them to appear on your organic certificate): <input type="checkbox"/> Brokering/Trading <input type="checkbox"/> Importing <input type="checkbox"/> Exporting <input type="checkbox"/> Labeling <input type="checkbox"/> Storing <input type="checkbox"/> Distributing <input type="checkbox"/> Other (describe) _____ <input type="checkbox"/> Other (describe) _____ <i>Any processing or packaging of product requires the full Organic System Plan for Handlers</i>					
List other permits and/or inspections for this facility: (include facility, establishment, or license number, if applicable)					
CONTRACT VENDORS Complete this section if you contract with any vendors who process or handle product for you prior to your sale of the product. Do you contract out any handling step(s)? (this includes labeling): <input type="checkbox"/> yes <input type="checkbox"/> no <i>If YES, complete the table below and attach contract vendors' organic certificates:</i>					
CONTRACT VENDOR	PROCESSING OR HANDLING STEP(S) PERFORMED FOR YOU	CONTACT INFORMATION	ORGANIC CERTIFICATION AGENCY		
<i>EXAMPLE: Someone, Inc.</i>	<i>Co-packing and labeling products</i>	<i>Address and Phone #</i>	<i>OEFFA</i>		

Facility maps, product flow charts, production logs, etc. may be used as documentation to show your production system is compliant with NOP rules.

A. PRODUCT FLOW CHART (Required – attach additional pages as necessary):

Provide a product flow chart for each process conducted at your operation. Draw and/or explain how product moves through each step of your process. Show where and how inputs are received, stored, packaged, and warehoused. Identify all pieces of equipment, and storage areas.

☐ Diagram Attached

B. FACILITY MAP (Required – attach additional pages as necessary):

Provide a map of your facility showing all areas and label all areas related to your organic operation. Include pest control locations on this map or on a separate document/diagram.

☐ Map Attached

Assurance of Organic Integrity**NOP §205.271; §205.272**

NOP rules require management practices to prevent contamination of organic products and commingling (mixing) with nonorganic products. Procedures used to maintain organic integrity must be documented.

ORGANIC CONTROL POINTS (OCP): Similar to Hazard Analysis Critical Control Points (HACCP), OCP are places or times in the production system where the integrity of the organic product may be lost. Examples are mixing with nonorganic products, contamination by pesticides, improper labeling of organic products, and areas susceptible to fraud.

Do you have an Organic Control Point program in place to address areas of potential contamination and commingling?

☐ yes ☐ no

If yes, list Organic Control Points you have identified in your process or attach a copy of your Organic Control Point program.

If no,

...describe how you prevent contamination of organic products and commingling (mixing) with nonorganic products: _____

...do you have plans to implement an Organic Control Point program? ☐ yes ☐ no

☐ N/A – No physical possession of products

What type of pest management system do you use? ☐ in-house (*name of responsible person*) _____

☐ contract Pest Control Operator (*name, address, phone #*) _____

Check all pest problems you generally have: ☐ flying insects ☐ crawling insects ☐ spiders ☐ birds ☐ rats ☐ mice

☐ other (*list*) _____

Check all pest management practices you use:
1) PEST PREVENTION:
☐ good sanitation ☐ removal of exterior habitat/food sources ☐ cleanup of spilled product ☐ mowing

☐ exclusion ☐ sealed doors and/or windows ☐ repair holes, cracks, etc. ☐ screened windows, vents, etc.

☐ physical barriers ☐ sheet metal on sides of building exterior ☐ air curtains ☐ air showers ☐ monitoring

☐ positive air pressure in facility ☐ ingredient inspection for pests ☐ locate light fixtures away vents/windows/doors

☐ inspection zones around interior perimeter ☐ ultrasound/light devices ☐ release of beneficials

☐ other (*list*) _____

2) PHYSICAL & MECHANICAL PEST CONTROL (IF PREVENTION FAILS):
☐ sticky traps ☐ electrocutors ☐ mechanical traps ☐ scare eye balloons ☐ freezing treatments ☐ heat treatments

☐ vacuum treatments ☐ pheromone traps ☐ raptor perches

 other (*list*) _____

3) PEST ELIMINATION (IF PREVENTION & CONTROL FAIL):
☐ carbon dioxide ☐ vitamin baits ☐ pyrethrum ☐ boric acid ☐ diatomaceous earth

☐ other (*list - must be approved by OEFFA before use*): _____

Include all pest management products on the Material Inputs List.
Can any pest control products come into contact with any organic ingredients, finished organic products, or packaging materials? ☐ yes ☐ no If yes, describe your protocols to prevent contamination: _____

If pesticides are used, where are they stored? _____

Is your structural pest management system effective? ☐ yes ☐ no

Are pest control records maintained on-site? ☐ yes ☐ no

Attach facility map showing location of traps and monitors – this may also be included on your facility map.

Storage**NOP § 205.201(a)(5); §205.272**

NOP rules require that commingling or contamination of organic products do not occur during storage. Organic products should be clearly identified in storage.

Use	Location	Type & Capacity	Dedicated Organic? Yes (Y) No (N)	Labeling/Signage
Ingredient storage				
Packaging Material storage				
In-process storage				
Finished product storage				
Off-site storage				

If there is off-site storage, give name, address, phone number, and contact person:

Describe off-site storage (type of facility, products stored there, etc.):

Is the off-site storage facility managed by your operation? ☐ yes ☐ no

If no, attach an off-site storage affidavit or other documentation that demonstrates off-site storage compliance.

Integrity of organic products must be maintained during transport.

A. INCOMING:

In what forms are incoming ingredients and products received? ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes
☐ metal drums ☐ cardboard drums ☐ paper bags ☐ foil bags ☐ other (describe) _____

How are incoming products transported? _____

Do you arrange incoming product transportation? ☐ yes ☐ no

How do you ensure that inbound transport units are clean prior to loading organic products? _____

Is this documented? ☐ yes ☐ no

Are transport units used to carry any prohibited materials? ☐ yes ☐ no

Have transport companies been notified of organic handling requirements? ☐ yes ☐ no

Are organic products shipped at the same time as non-organic in the same transport units? ☐ yes ☐ no

Check steps taken to segregate organic products: ☐ dedicated organic only ☐ use of pallets ☐ pallet tags

☐ organic product shrink-wrapped ☐ separate area in transport unit ☐ other (describe) _____

Is a receiving log in place? ☐ yes ☐ no

For bulk products, do you manage the unloading? ☐ yes ☐ no ☐ N/A

B. IN-PROCESS:

How are in-process ingredients and products moved around your facilities? _____

How do you ensure that in-process transport units are clean prior to loading organic products? _____

Is this documented? ☐ yes ☐ no

Are production logs in place? ☐ yes ☐ no

C. OUTGOING FINISHED PRODUCT:

In what form are finished products shipped? ☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes ☐ paper bags
☐ foil bags ☐ metal drums ☐ mesh bags ☐ cardboard drums ☐ cardboard cases ☐ plastic crates
☐ other (describe) _____

How are outgoing products transported? _____

Do you arrange outgoing product transportation? ☐ yes ☐ no

How do you ensure that outgoing transport units are clean prior to loading organic products? _____

Is this documented? ☐ yes ☐ no

Are transport units used to carry any prohibited materials? ☐ yes ☐ no

Have transport companies been notified of organic handling requirements? ☐ yes ☐ no

Are organic products shipped at the same time as non-organic in the same transport units? ☐ yes ☐ no

Check steps taken to segregate organic products: ☐ dedicated organic only ☐ use of pallets ☐ pallet tags

☐ organic product shrink-wrapped ☐ separate area in transport unit ☐ other (describe) _____

Are shipping logs in place? ☐ yes ☐ no

For bulk products, do you manage the loading? ☐ yes ☐ no ☐ N/A

Labeling and Marketing**NOP §205.272(b); §205.300-.309**

NOP rules require packaging materials that will not contaminate organic products with prohibited substances. Organic product labels must meet NOP and other applicable government labeling requirements.

A. LABELING:(fill out this section for labels of organic products that you own, apply the label yourself, or the label uses OEFFA on the “certified organic by” statement): ☐ N/A no labels required to be on file

Have all labels been approved by the appropriate regulatory authorities? (e.g. State Dept of Agriculture, etc.) ☐ yes ☐ no

RETAIL LABELS

☐ N/A – Wholesale only

In your ingredient statement, is each organic ingredient identified as organic? ☐ yes ☐ no

Do your product label(s) contain the phrase “Certified Organic by OEFFA” or a similar phrase directly below your business information? ☐ yes ☐ no

WHOLESALE LABELS and NON-RETAIL CONTAINERS*

☐ N/A – Retail only

**Non-retail containers are not just wholesale boxes, they also include trailers, tanks, railcars, shipping containers, vessels, cargo holds, barges, grain elevators, silos, grain bins and other methods of bulk transport or storage*

Do non-retail containers and/or wholesale labels display a lot number, shipping ID, or other unique information that links to handling records? ☐ yes ☐ no

Do non-retail containers and/or wholesale labels display organic status of product? ☐ yes ☐ no

Does audit trail documentation associated with non-retail containers list the last certified entity? ☐ yes ☐ no

The use of the OEFFA and/or USDA logo(s) is voluntary and both are available from OEFFA in electronic & print form. The use of either seal must be according to NOP regulations and must be pre-approved by OEFFA.

Attach full color samples of all current or proposed organic product labels and/or plan for labeling non-retail containers.

C. OTHER MARKETING MATERIALS:

List all other marketing materials and methods used (e.g. Instagram, Facebook, websites, brochures, signs, retail displays):

Attach examples, as applicable.

Recordkeeping**NOP §205.103; §205.201(a)(4)**

NOP standards require that records disclose all activities and transactions of the operation and demonstrate compliance with the NOP regulations. Records must be kept for at least 5 years after their creation. All records must be accessible to the inspector, OEFFA, and the NOP. Audit control records should track finished organic products back to all ingredients and sources. Ingredients represented as certified organic must have supporting documentation.

Indicate the types of documents which you use to track organic products at this operation:

Incoming:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> purchase orders | <input type="checkbox"/> contracts | <input type="checkbox"/> receiving records | <input type="checkbox"/> receipts |
| <input type="checkbox"/> bills of lading | <input type="checkbox"/> customs forms | <input type="checkbox"/> scale tickets | <input type="checkbox"/> quality test results |
| <input type="checkbox"/> certificates of analysis | <input type="checkbox"/> transaction certificates | <input type="checkbox"/> copies of organic certificates | <input type="checkbox"/> invoices |
| <input type="checkbox"/> receiving summary log | | | |
| <input type="checkbox"/> other (<i>describe</i>) | | | |

In process:

- | | | | |
|--|-------------------------------------|---|--|
| <input type="checkbox"/> product inspection forms | <input type="checkbox"/> QA reports | <input type="checkbox"/> production reports | <input type="checkbox"/> packaging reports |
| <input type="checkbox"/> other (<i>describe</i>) | | | |

Storage:

- | | |
|--|--|
| <input type="checkbox"/> product inventory reports | <input type="checkbox"/> other (<i>describe</i>) |
|--|--|

Outgoing:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> shipping log | <input type="checkbox"/> transport unit inspection forms | <input type="checkbox"/> bills of lading | <input type="checkbox"/> scale tickets |
| <input type="checkbox"/> purchase orders | <input type="checkbox"/> sales orders | <input type="checkbox"/> sales invoices | <input type="checkbox"/> audit control register |
| <input type="checkbox"/> export declaration forms | <input type="checkbox"/> transaction certificates | <input type="checkbox"/> organic certificates | |
| <input type="checkbox"/> shipping summary log | <input type="checkbox"/> sales summary log | <input type="checkbox"/> other (<i>describe</i>) | |

Describe your lot numbering or other unique identifying number system(s) (for retail and wholesale, as applicable): ☐ N/A

You may use a document flow chart to assist in answering the following questions: ☐ attached

Describe how your recordkeeping system tracks all ingredients through to finished products:

Your inspector will conduct a traceability audit.

Describe how you track and document the amounts of organic ingredients and products moving through your operation (i.e. ingredient and finished product inventories, batch logs, etc.):

Describe how your recordkeeping system can demonstrate balance between organic ingredients in and organic finished product out?

Your inspector will conduct a mass balance audit.

Is your recordkeeping system effective?

☐ yes ☐ no

Do you keep, or plan to keep, all records for at least 5 years?

☐ yes ☐ no

The NOP requires all operations to implement a fraud prevention plan appropriate to the certified operation's activities, scope, and complexity. Your fraud protection plan must describe your operation's monitoring practices and procedures for preventing fraud and describe your verification process for suppliers, including how organic status documentation is maintained back to the last certified entity in the supply chain. Attach supplemental description of any procedures not captured in this section, and supply chain flow chart, as applicable.

Operation Overview

Please check all that apply to your operation:

- ☐ only handles organic product ☐ split production (handles conventional product, but different type(s) than organic)
- ☐ parallel production (handles the same type(s) of organic and conventional products) ☐ exports organic product
- ☐ purchases ingredients or processing aids from uncertified vendors ☐ imports organic product or processing aids

Assessing your Operation for Fraud Vulnerability and Opportunity

How do you evaluate vulnerability and opportunities for fraud in your supply chain

- ☐ conduct supply chain audits ☐ assess suppliers (relationship, approval program, type of documentation provided)
- ☐ product assessment (geographic origin, demand/supply, available compliance documentation)
- ☐ self-assessment (previous issues, additional certifications, internal guidelines)
- ☐ other: _____

Describe measures used to correct vulnerabilities and minimize risks:

- ☐ additional scrutiny for high-risk commodities ☐ SOP for supplier approval ☐ employee training
- ☐ requiring organic compliance documentation at point of purchase ☐ SOP for importing ☐ no suppliers
- ☐ other: _____

What is your process for reporting suspected organic fraud to OEFFA and the NOP?

Please review the *Assurance of Organic Integrity* section of your OSP. Does this address points in your supply chain where organic fraud or loss of organic status are most likely to occur?

- ☐ yes ☐ no (If no, please explain: _____)

Supplier Verification

Do you verify organic compliance at the point of purchase for all ingredients used in certified organic products?

- ☐ yes ☐ no (If no, please explain: _____)

Who is responsible for supplier verification at your operation? _____

Please check all applicable supplier types you use:

- ☐ customs or logistics broker ☐ broker (all others) ☐ distributor ☐ manufacturer ☐ farm ☐ importer
- ☐ other (describe: _____)

For imported products, please check all documents that you retain: ☐ N/A

☐ NOP import certificates ☐ phytosanitary certificates ☐ transaction certificates ☐ emergency action notices ☐
 custom and border protection documents ☐ bill of lading ☐ import permit

☐ other (describe: _____)

What is your plan if something was treated at the border or in transit?

How do you ensure that you accept only the amount of imported product authorized on import certificates?

For products sourced through uncertified entities, please check all documents you retain: ☐ N/A

☐ import documentation (see above) ☐ invoices ☐ product labels ☐ organic certificates

☐ transportation documents ☐ packing list ☐ exempt operation statement

☐ other (describe: _____)

Do these documents trace back to the last certified entity in the supply chain? ☐ yes ☐ no

If imported products are sourced through an uncertified entity, do you have an agreement with them to pass along any documentation of treatment that occurs at the border or in transit? ☐ yes ☐ no ☐ N/A

Please list any additional steps you take to verify suppliers:

Is your fraud prevention plan effective? ☐ yes ☐ no

Describe monitoring practices and verification tools used to assess the effectiveness of your Fraud Prevention Plan:

☐ internal audits ☐ supplier audits ☐ record monitoring ☐ product testing

☐ other: _____

Affirmation**NOP §205.400; §205.403(a)(1-2); §205.662(g)(1-2)**

I affirm that all statements made in this application are true and correct to the best of my knowledge. I agree to comply with the Act and applicable organic production and handling regulations of this part (Section 7, Part 205 – National Organic Program). I also agree to abide by OEFFA Certification Policies & Procedures. I will submit my updated Organic System Plan Update annually with applicable fees and supply all additional information requested within the required timeframe. I will notify OEFFA Certification in writing if any of the information pertaining to my organic operation changes. I understand that my operation may be subject to unannounced inspection and/or sampling for residues at any time, as deemed appropriate by OEFFA Certification and as required by the National Organic Program, to determine continued compliance with the Act. I understand that OEFFA Certification may share information concerning the certification of my operation with the USDA National Organic Program and/or other USDA Accredited Certifying Agents, as necessary. I will maintain all records applicable to my organic operation for at least 5 years beyond their creation and allow OEFFA Certification and the USDA National Organic Program access to these records during normal business hours. I have reviewed the information pertaining to Violations of the Act at §205.662(g)(1)-(2). I will defend, indemnify and hold harmless OEFFA Certification, its Trustees, and personnel, from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of certification services, except for injuries and damages caused by the sole negligence of OEFFA Certification. I understand that acceptance of an Organic System Plan in no way implies granting of certification by OEFFA Certification.

Signature of Operator _____

Date _____

Printed Name _____

Mailing Information**I have attached the following documents (as applicable):****If sending hard copies of additional documents, please send single sided**

- ☐ Pest management map of traps and monitors (may be combined with facility map)
- ☐ Product labels for each new or changed product requested for certification (in full color)
- ☐ List of all non-organic products produced by this operation
- ☐ Standard Operating Procedure(s) (SOPs) pertaining to organic products
- ☐ Organic Control Point (OCP) program
- ☐ Pest control product labels and MSDS

Submit completed forms, fees, and supporting documents to:**OEFFA Certification****41 Croswell Road****Columbus, OH 43214-3062****Fax: (614) 421-2011 E-mail: organic@oeffa.org**Keep a copy of everything you send to OEFFA for your records.

Please Note: *An incomplete application will delay the certification process and may result in an additional fee. Please double check that you have completed this form.*

If you have any questions about how to complete this form, please contact us:

Phone: (614) 262-2022 Fax: (614) 421-2011 E-mail: organic@oeffa.org

Or write to the address above