

CERTIFICATION TIPS FOR SUCCESS



Notify CCOF of changes to your Organic System Plan that may affect compliance.

Organic System Plan (OSP) changes include new locations, new labels or products, new types of processing or equipment, or positive residue tests. Submit changes to products, equipment, facility sanitation, pest control practices, and other changes by updating your OSP forms or contacting us. Review your current OSP at www.MyCCOF.org or search for OSP forms at www.ccof.org/documents.

(NOP § 205.400)

Record all organic activities and keep documents for at least five years.

Your inspector will review your records to verify purchases, production, and sales that demonstrate compliance with organic standards. Records must identify products as organic and must identify (link back to) the last certified operation, including a document from the last certified operation.

(NOP § 205.103)

Always submit labels for pre-approval before printing.

Use CCOF's helpful labeling tools to design labels for domestic and international sales at www.ccof.org/labeling-and-logos.

(NOP § 205 Subpart D)

Maintain organic certificates for approved suppliers onsite.

Access current organic certification status on Integrity and track CCOF-certified suppliers through the CCOF Certificate Portal on www.MyCCOF.org.

Remember to look for:
» An issue date from within the last year
» Issued by an accredited organic certifier
» Reference to "NOP" or "USDA organic standards"
» An addendum listing specific crops, products, brands, and international compliance, if applicable.

(NOP § 205.201; 205.404; 205.406(d))

SEE THE OTHER SIDE FOR GROWER/PRODUCER TIPS >>



CERTIFICATION TIPS FOR SUCCESS



Notify CCOF of changes to your Organic System Plan that may affect compliance.

Organic System Plan (OSP) changes include new parcels, input materials, labels, or changes to other farming practices. Submit changes by updating your OSP forms or contacting us. Immediately notify us of any application of prohibited substances or positive residue tests. Review your current OSP at www.MyCCOF.org and search for OSP forms at www.ccof.org/documents.

(NOP § 205.400)

Submit new parcels for review as soon as you begin organic management.

Fees are lowest for complete add acreage applications that are submitted early. Your application must be reviewed by CCOF before the parcel can be inspected. Find detailed instructions and add acreage forms at www.ccof.org/resource/add-acreage-instructions.

(NOP § 205.201; 205.202; 205.400)

Keep complete records of activities on the farm.

Necessary information may include input application records and purchase invoices, harvest records, farmers' market load lists, sales records, bills of lading, weight tags listing lot numbers, etc. Audit trail records must identify crops as organic. Find recordkeeping tools at www.ccof.org/certification/help.

(NOP § 205.103)

Gain CCOF approval of materials prior to use.

Use of materials prior to approval by CCOF can put your certification at risk.

» Your OSP Materials List, found in MyCCOF, is your list of approved materials. You can easily update materials and find pre-reviewed materials on the OMRI, WSDA, CDFA OIM, or CCOF lists by contacting us or visiting www.ccof.org/materialssearch.
» Materials may be updated by phone, email, or mail, or in MyCCOF.
» Follow our step-by-step Materials Guide at www.ccof.org/documents.

(NOP § 205.105; 205.201; 205.202; 205.400)

SEE THE OTHER SIDE FOR PROCESSOR/HANDLER TIPS »

