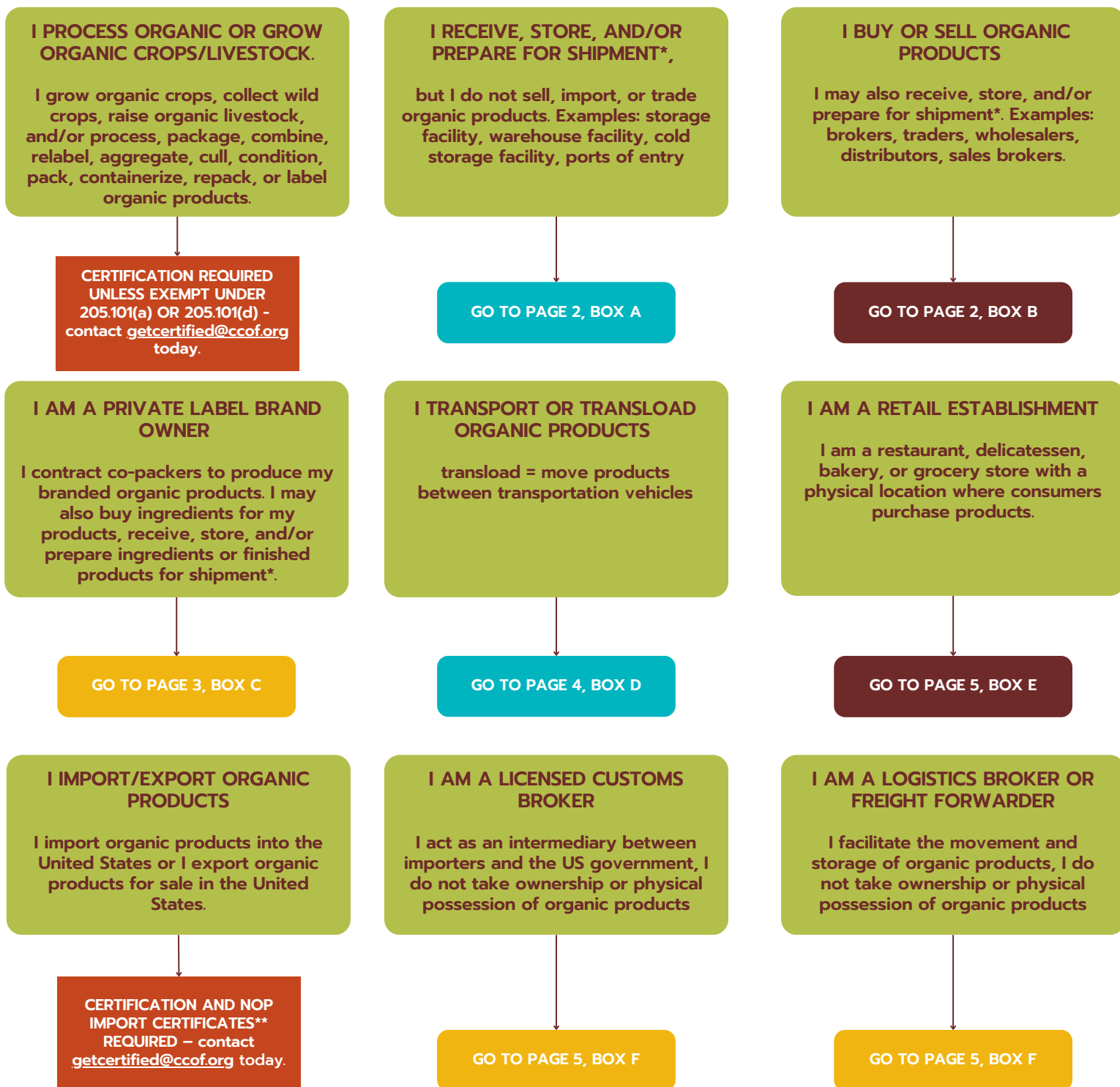


Organic Certification Self-Assessment

More than one activity may apply; portions of your business may need to be certified while other portions may be exempt.

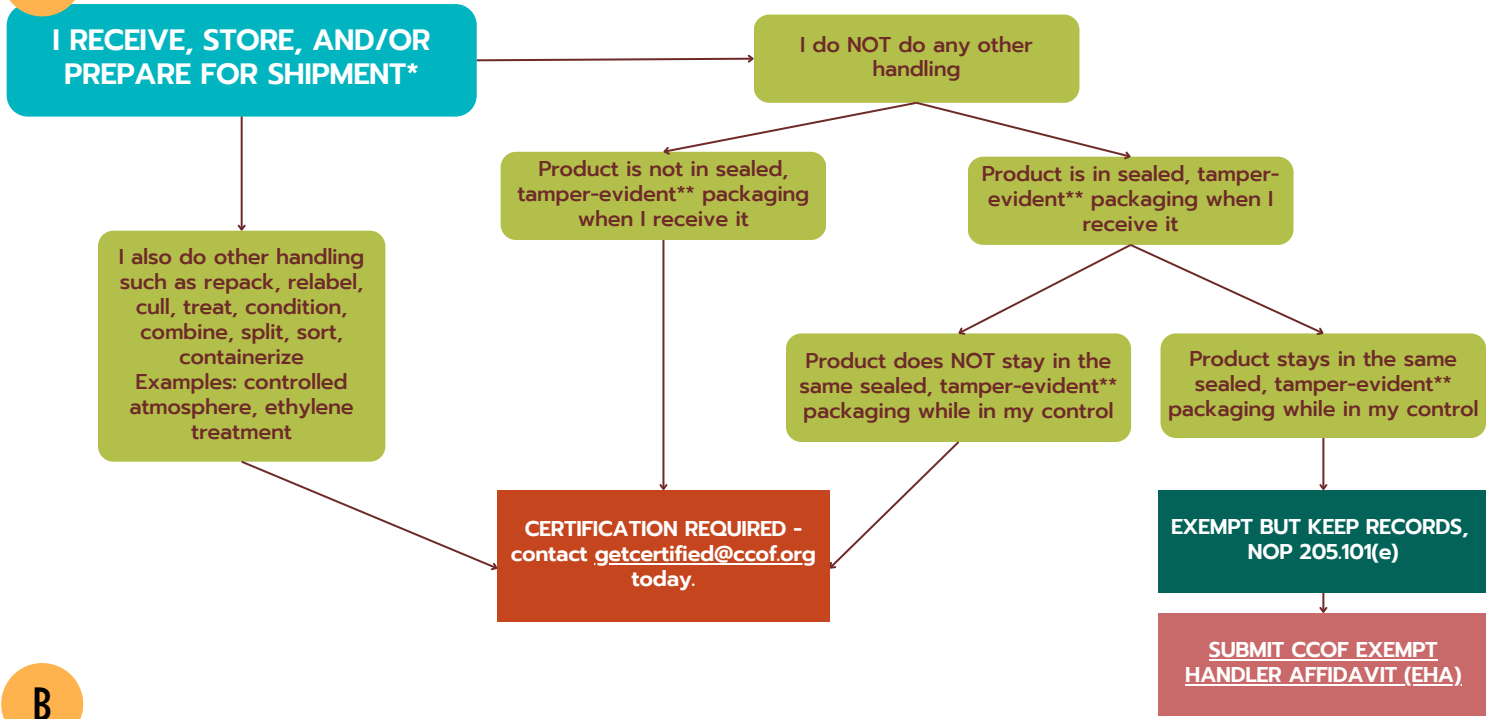


*Preparing for shipment = putting packaged products into shipping containers, applying internal tracking numbers, shrink-wrapping shipping cartons to a pallet, breaking down pallets of fully packaged products, adding protective packaging to nonretail containers, packing individual packaged products onto a shipping pallet, loading/unloading packaged products onto or from transport vehicles.

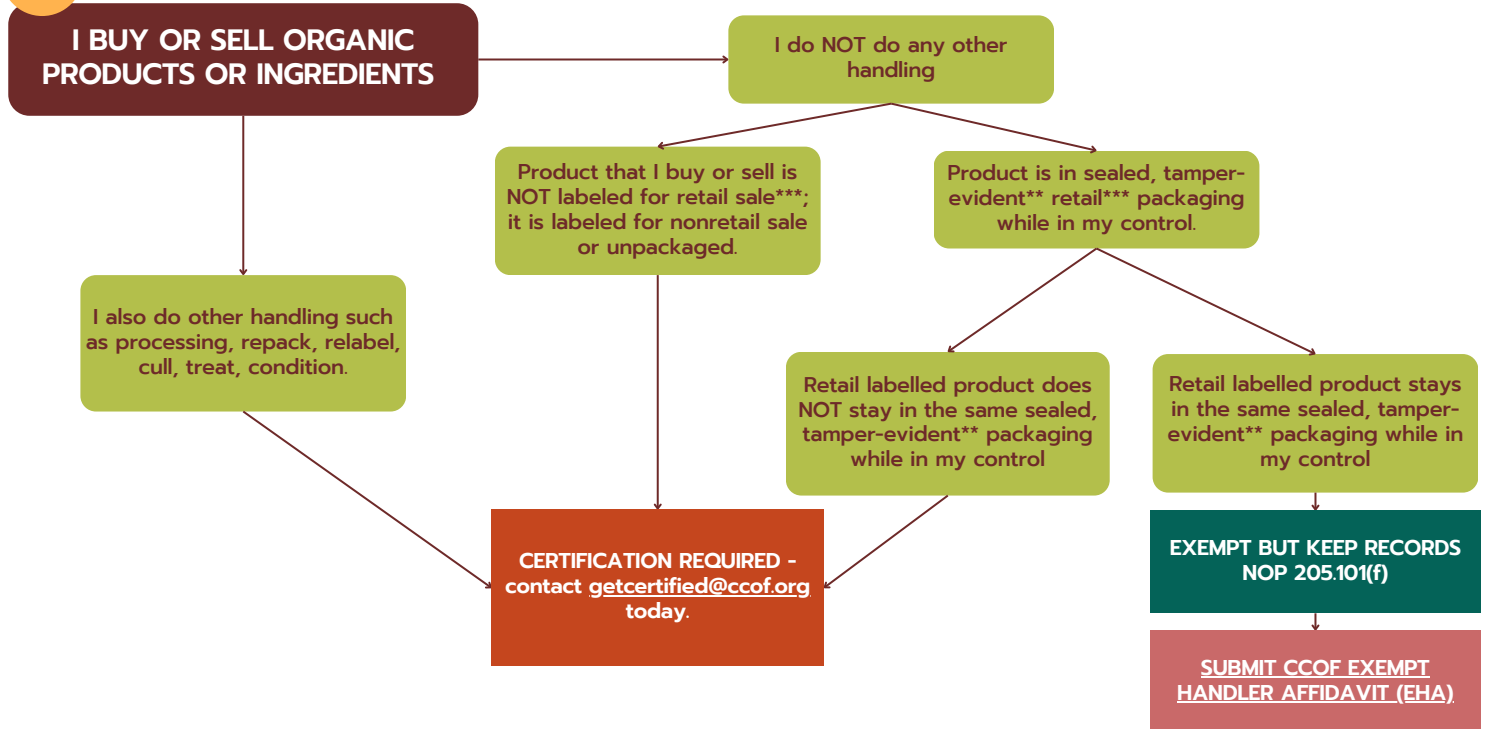
**NOP Import Certificates = The exporter must request an NOP Import Certificate from their organic certifier and then provide it to the importer. The importer enters the NOP Import Certificate number into the Automated Commercial Environment (ACE) with their import filing. 205.273

Organic Certification Self-Assessment

A



B



*Preparing for shipment = putting packaged products into shipping containers, applying internal tracking numbers, shrink-wrapping shipping cartons to a pallet, breaking down pallets of fully packaged products, adding protective packaging to non-retail containers, packing individual packaged products onto a shipping pallet, loading/unloading packaged products onto or from transport vehicles.

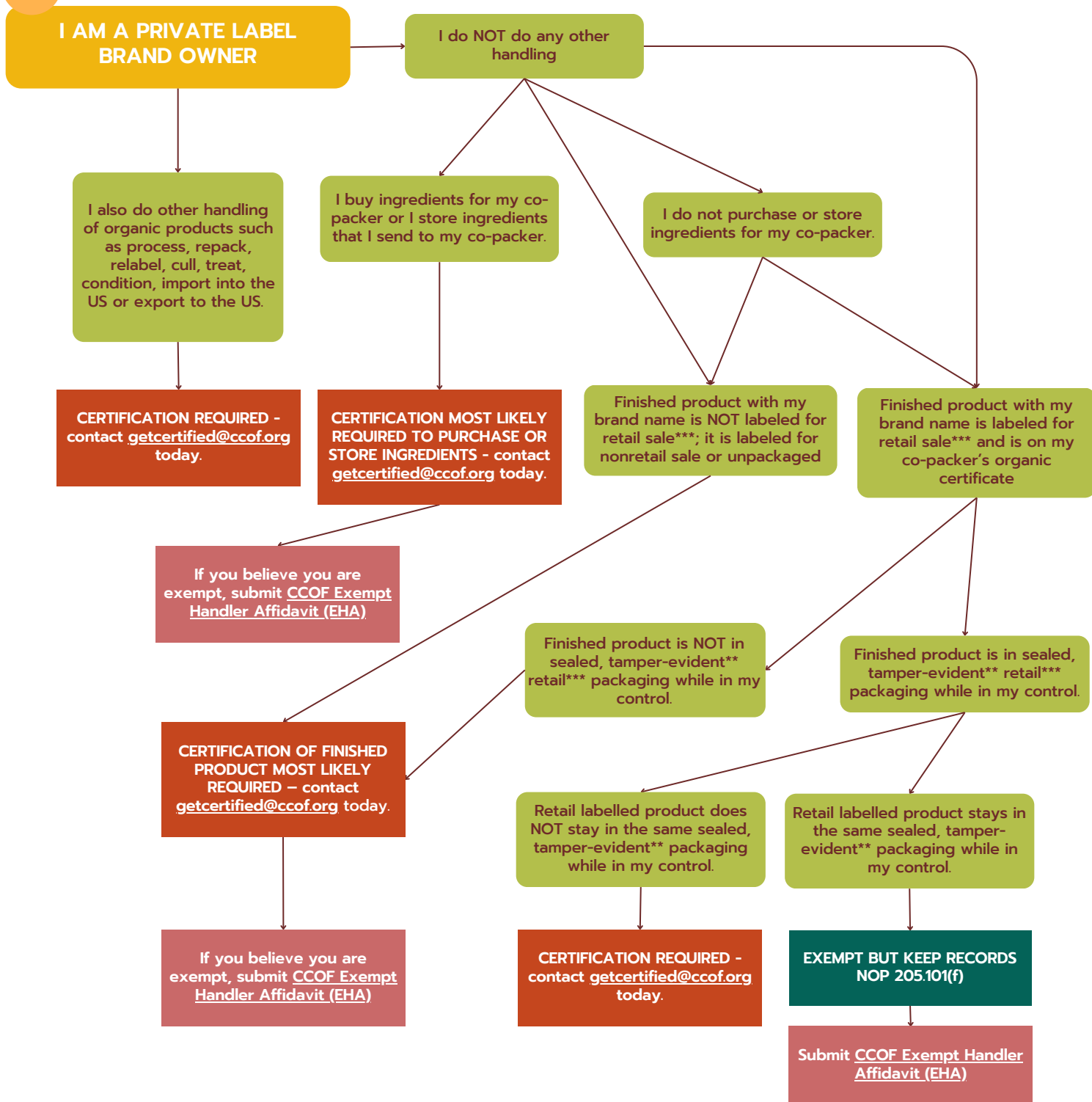
**Tamper-evident = contents are sealed in a manner where an attempt to break the seal, access the contents, or reclose the package would be obvious.
 – Examples of non-retail tamper-evident packaging: Produce boxes with “DO NOT TAMPER WITH” tape placed across box flaps, sealed bulk bags of flour, sealed drums or totes of olive oil, or produce boxes that are glued or stapled shut.
 – Examples of retail tamper-evident packaging: aseptically sealed jars, clamshells with sticker closing the clamshell, zip-top produce bags sealed with sticker or strip that consumer must rip off to open, salad container with film top that must be ripped off to open, produce individually wrapped in plastic with PLU label, mesh bags with a label that seals the bag and must be ripped off to open.

***Retail = Labels affixed to containers intended to be purchased and carried home by a consumer (retail purchaser). The retail packaging must be sealed and tamper-evident for exemption 205.101(f) to apply. Example: cucumber individually wrapped in plastic with a PLU sticker is sealed, tamper-evident retail packaging. Unpackaged cucumber with PLU label is not in sealed and tamper-evident retail packaging.



Organic Certification Self-Assessment

C

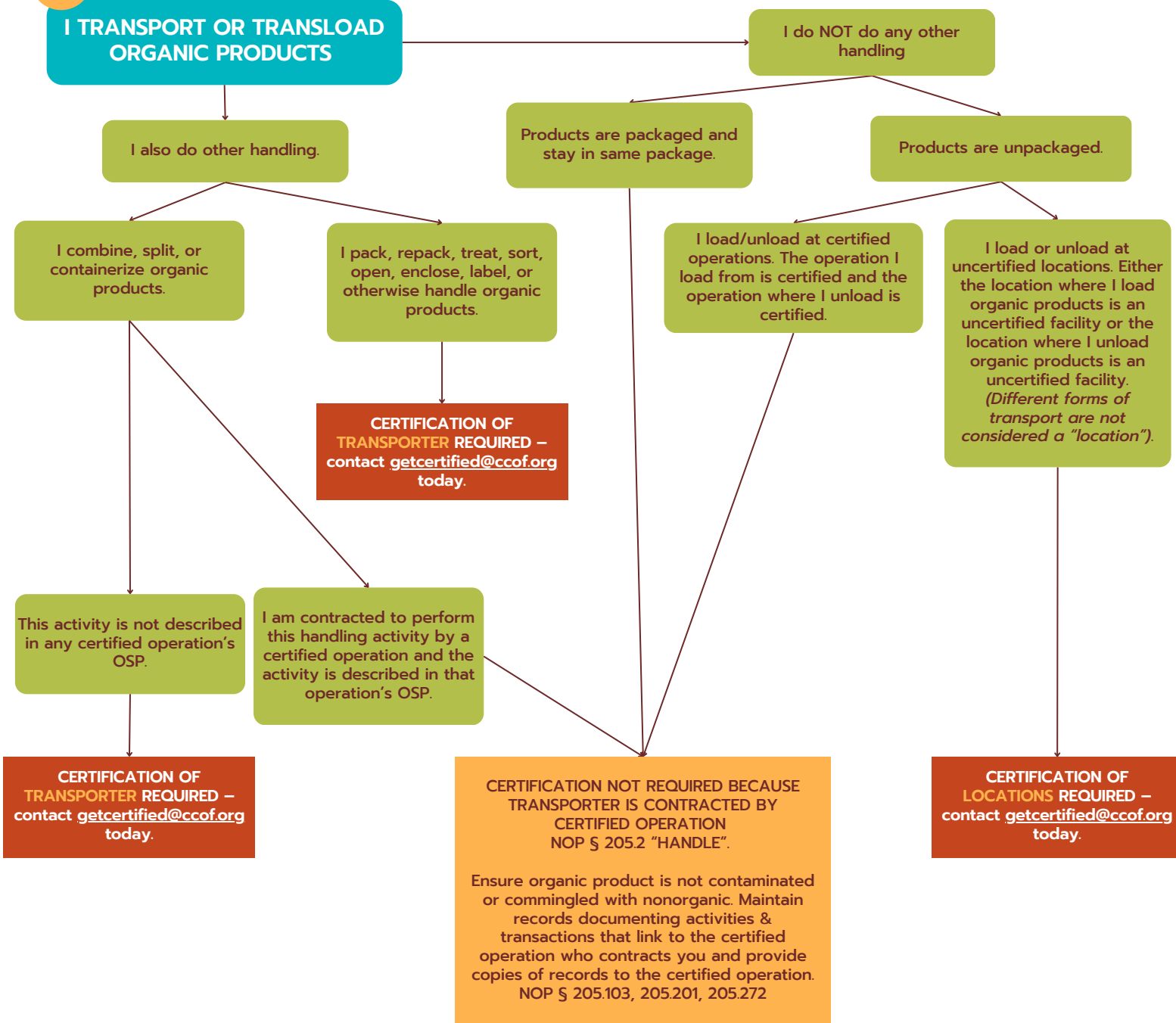


**Tamper-evident = contents are sealed in a manner where an attempt to break the seal, access the contents, or reclose the package would be obvious.
 – Examples of non-retail tamper-evident packaging: Produce boxes with “DO NOT TAMPER WITH” tape placed across box flaps, sealed bulk bags of flour, sealed drums or totes of olive oil, or produce boxes that are glued or stapled shut.
 – Examples of retail tamper-evident packaging: aseptically sealed jars, clamshells with sticker closing the clamshell, zip-top produce bags sealed with sticker or strip that consumer must rip off to open, salad container with film top that must be ripped off to open, produce individually wrapped in plastic with PLU label, mesh bags with a label that seals the bag and must be ripped off to open.

***Retail = Labels affixed to containers intended to be purchased and carried home by a consumer (retail purchaser). The retail packaging must be sealed and tamper-evident for exemption 205.101(f) to apply. Example: cucumber individually wrapped in plastic with a PLU sticker is sealed, tamper-evident retail packaging. Unpackaged cucumber with PLU label is not in sealed and tamper-evident retail packaging.

Organic Certification Self-Assessment

D



Visit www.ccof.org for more information about CCOF and Organic Certification.

Organic Certification Self-Assessment

E

I AM A RETAIL ESTABLISHMENT -

A restaurant, delicatessen, bakery, grocery store or any retail business with a restaurant, delicatessen, bakery, salad bar, bulk food self-service station, or other eat-in, carry-out, mail to order, or delivery service of raw or processed organic products.

I am also a private label brand owner who contracts co-packers to produce my branded products.

Private label brand may be exempt unless importing or supplying ingredients to co-packers. NOP 205.101(c) If you believe you are exempt, review [CCOF Exempt Handler Affidavit \(EHA\)](#) and discuss with CCOF. If purchasing ingredients that are sent to co-packers, see PAGE 3 BOX C

I do NOT have a physical location for consumers to purchase products

Not a retail establishment, return to page 1.

I have a physical location for consumers to purchase products

I handle but do NOT process organic products (e.g. I remove produce from shipping boxes, wash and display product, transfer organic product to bulk dispensers).

EXEMPT BUT KEEP RECORDS
NOP 205.101(b)

I also process organic products (e.g. I cook, bake, heat, dry, mix, package, freeze or otherwise manufacture).

The processing does not occur at the point of final sale; processing is done at a location other than the retail establishment

CERTIFICATION OF OFF-SITE LOCATIONS REQUIRED – contact getcertified@ccof.org today.

I have an off-site distribution center that handles organic products I receive.

Certification of distribution center is likely required, see page 2.

Certification must include all non-exempt products.

Processing is done at the point of final sale, i.e. at the retail establishment

EXEMPT BUT KEEP RECORDS
NOP 205.101(c)

F

I AM A LICENSED CUSTOMS BROKER, LOGISTICS BROKER, OR FREIGHT FORWARDER

I also do other handling such as sell, import, or trade organic products.

CERTIFICATION REQUIRED – contact getcertified@ccof.org.

I do NOT do any other handling

EXEMPT NOP 205.101(g), 205.101(h)



Visit www.ccof.org for more information about CCOF and Organic Certification.