



CCOF

Organic Certification

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Organic Grower Inspection Preparation Checklist

This checklist covers the types of records you may be asked for during your inspection. Thorough preparation leads to a more efficient and cost effective inspection. Please check each item carefully and have all records available. Your Inspector may request additional records as needed, per NOP §205.103.

*Please see cancellation policy below.**

New parcels?

Submit your complete add acreage application to CCOF immediately. This includes new parcel locations and any expansion of organic production acreage at your existing certified locations. **Do not wait to provide this paperwork to your inspector** - your inspector cannot inspect a new parcel before the add acreage application has been reviewed by CCOF. Rush review is available if you need an add acreage application reviewed quickly in order to be included in your upcoming inspection. For full details, see our Add Acreage Instructions, available here: www.ccof.org/resource/add-acreage-instructions.

✓ **Review and update your Organic System Plan (OSP).**

The OSP is the central document of organic certification. It must be accurate and current. Minor updates can be made on your existing version. For significant updates or changes, start from scratch for any individual section. Visit www.ccof.org/documents to find OSP section forms. **Be sure to have access to your OSP and copies of changed OSP forms at inspection.** CCOF has gone digital! Most inspectors do not carry a hard copy of your OSP.

✓ **Review Compliance Reports from CCOF.** Your inspector will review the status of all issues or reminders. If you ever wonder what is due to CCOF and why, log in online to MyCCOF and check your items at a glance on your personalized dashboard. In MyCCOF's Action Item Tracker, you can view your action items, respond to them, and produce a compliance report at any time. www.ccof.org/myccof.

✓ **Certification Standards:** Certification requirements are based on the standards and policies in CCOF Certification Manuals. You can download the Manuals at www.ccof.org/clients/standards.

✓ **Soil, water, tissue analysis:** If testing has been done since the last inspection, are reports available?

✓ **Cleaning logs:** Are records available to confirm clean out for all mixed use or shared equipment (application and harvest)?

✓ **Natural resources and biodiversity conservation:** Conservation of natural resources and biodiversity is a primary tenet of organic production. Your inspector will review records documenting conservation measures taken by your operation and their effectiveness.

This guideline is intended to assist operators prepare for an efficient organic inspection. This is not a comprehensive list. Records requested for review will vary by circumstance.

***Please note:** Inspections cancelled within **3 business days** are subject to a \$75 penalty plus related expenses incurred. CCOF clients are responsible for **all time and costs** incurred by the inspector after initial contact regarding scheduling. Annual inspections are efficiently planned to minimize travel costs. Cancellation may result in a costlier inspection for your operation at a later time and impact expenses shared by your organic neighbors initially scheduled with you.





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- ✓ **Input Material Application Records.** Your inspector will review your input material applications going back at least to the previous inspection. These records must include type and brand name of material, date, rate & location of the application. Please have input receipts available. **All materials must be approved by CCOF on your OSP Material List prior to use.** Use the MyCCOF: Materials Search tool to search and add materials to your OSP. More info can be found here: www.ccof.org/myccof/myccof-materials-search.
- ✓ **Buffer crop:** Are records available demonstrating buffer crops were separated at harvest and sold as conventional or disposed?
- ✓ **Mixed operations:** Are records available to demonstrate that commingling between organic and conventional product was prevented? You may be required to provide input, harvest and sales records for your conventional crops to show you comply.
- ✓ **Labels** for all crops sold for retail purchase must be approved by CCOF prior to printing or use. Are all currently used labels available? Send any new or updated labels to CCOF for review. Samples of shipping labels should be approved and on file with CCOF so that organic product is consistently identified from harvest through storage and shipping.
- ✓ **Audit Trail:** Have records of harvest, sales, as well as records of intermediate stages such as transport, off-site storage, post-harvest handling on hand. Final crop sales must be traceable back to fields or incoming purchases.
- ✓ **Organic certificates** for all out-sourced products and certified off-farm post-harvest handling facilities should be available and current (within one year of purchase or use).
- ✓ **Uncertified Handler Affidavit:** If you purchase organic products from uncertified broker or use an uncertified facility to store your unsealed organic product, do you have an Uncertified Handler Affidavit (UHA) on file?
- ✓ **Production Verification Audit:** This is an assessment of estimated production/yield capacity vs. actual production/sales. Please have sales, packing/production and planting records available. Your inspector will choose a sample crop(s) over time period(s), for which to audit production/sales vs. estimated yield capacity.
- ✓ **Verification of your total annual Organic Production Value.** Your inspector will review organic sales records for the previous calendar year to verify that you are paying the correct CCOF Annual Fee. It is based on the Gross Organic Production Value of your operation. Purchase cost of certified organic seeds and transplants are deductible as are fees paid to a certified organic handler to perform processing services.

Thank you for your effort!

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