



Washington
State Department of
Agriculture

WSDA On-Line Certificate of Compliance Training Tutorial 2015



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The Certificate of Compliance (COC) program is governed by rule under 16-461 WAC.

This program was designed to allow industry to issue an approved shipping document and attesting to the fact that the product being shipped meets the requirements of Washington State under RCW 15.17 and any applicable Federal Marketing order requirements.

The COC gives shipping clearance from the State of Washington for 7 commodities covered under the COC program. The commodities are: apples, apricots, asparagus, Italian prunes, peaches, pears, and sweet cherries. COC's only need to be issued on these 7 commodities.

It is very important that all Certificate of Compliances are filled out correctly and completely.



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COC's must be issued at time of shipment for the 7 commodities that are covered by the COC program. This includes:

- Domestic shipments
- Export shipments
- Out of State Processing loads
- Donation shipments - fees and assessments may be waived.
- Warehouse to Warehouse shipments - see slide 20 for more information.

Exceptions:

- In State processing loads
- Product sold to the ultimate consumer for individual use.
- Bulk fruit moved to be packed or processed at another facility
- Product moved within the zone of production to be sold at a farmers market or a fruit stand.



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Information on the COC is used in a number of ways throughout the industry.

- WSDA uses the information from the COC to charge the industry for the Quality Control program services. COCs allow shipping clearance throughout the country in most cases (see slide 19). The information can be requested in the case of a Freedom of Information Act (FOIA) request.
- Industry groups use the information to track the shipments for marketing purposes. The information allows industry to track movement of commodities by volume, by variety, by type of container, whether the shipments are domestic or for export and which country being shipped to. Data collected allows industry to track movement and target markets.

WSDA has the authority by rule in 16-461 WAC to audit industry records to determine accuracy of COC reporting.



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The following information will provide the information necessary to issue accurate and complete COC's.

WSDA offers live training if requested or the on-line tutorial.

The COC's are available in two different applications:

- The electronic version is the preferred method. The electronic version allows WSDA to capture all the data once the document has been submitted or
- The paper version. This should only be used when the electronic system is off line or there is no internet access available. WSDA staff have to manually enter all data off the paper version of the COC. Industry is required to turn in all paper COC's on a daily basis.

The COC program is available 24 hours a day, 7 days a week for industry to use. There will be occasions that the electronic version of the COC program will be off line for up-dates but industry will be given prior notice as to when this will take place, if possible.



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First step to issuing a Certificate of Compliance is to complete an
“Agreement For Authority to Issue Certificate of Compliance”

- a. This agreement is granted by the Director of Agriculture of WSDA.
- b. All shippers requesting to use the electronic or paper version of the COC must fill out an agreement.
- c. The agreement is good for one year and expires on August 31st of each year.
- d. The main contact for your facility must submit the agreement.
- e. The main contact is the only one authorized to Add/Remove names from the agreement.



Steps to apply or re-new an Agreement for the COC

Login at; <http://fortress.wa.gov/agr/fa2/fa2net/login/login.aspx>

1. First time users must fill out a paper agreement and send it to WSDA. To re-new or change an agreement, this can be done electronically.
2. Login as the main contact and select Update/Renew an Agreement from the left side Navigation menu. Read terms of agreement and click on “Next”.
3. You will be prompted to provide the following information;
 - Shipper Number
 - Mailing Address
 - Physical Address
 - Phone and Fax Numbers
 - Name and e-mail address for the main contact
4. The main contact will Add/Remove names authorized to issue COC’s
5. Each authorized user will have a specific login name and password to get into the COC program.
6. The main contact must check off or attest to the type of training each authorized personnel has received.
7. See NEXT 2 slides for the new user agreement.



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PLEASE CHECK ONE AND RETURN COMPLETED AND SIGNED FORM TO:

Yakima District
WSDA Commodity Inspection Division
21 North 1st Ave, Suite 226
Yakima, WA 98902 or
FAX (509) 575-2537

Wenatchee District
WSDA Commodity Inspection Division
270 9th St NE, Suite 101-A
East Wenatchee, WA 98802 or
FAX (509) 663-3030

Shipper Number
(Refer to this on all
correspondence)

Agreement For Authority to Issue Certificates of Compliance

Check One: New Agreement Renewal Add/Remove Signatures

Firm Name: _____
Mailing Address: _____
City, State, Zip: _____

Email Address: _____
Phone Number: _____
Fax Number: _____

THIS AGREEMENT will authorize the issuance of Certificates of Compliance for apples, apricots, asparagus, Italian prunes, peaches, pears, and sweet cherries being shipped or transported for the growing and shipping season beginning August 1, _____ to August 31, _____ of the following year. Certificates of compliance must be on forms approved and issued by the director and will be issued only on the identified commodities under this agreement that are in full compliance with provisions of chapter 15.17 RCW, rules adopted under that chapter, and administrative directives of the director.

A certificate of compliance will be issued at the time of shipment only by WSDA trained industry personnel (see below).

See additional agreement terms on page 2 (reverse of paper agreement).

IMPORTANT: For paper/handwritten certificates, the white and green copies **MUST** be returned to the local F&V inspection office within 24 hours of completion.

For renewals and new agreements, please list all names of all personnel authorized to issue Certificates of Compliance. After that, only add new names. All signatures will remain effective until the expiration date or until you notify WSDA that they are no longer authorized, and should be removed.

The person assigned the role of **MAIN CONTACT** should be someone with a vested interest in protecting the quality of operations at their business and in a position that has little turnover. Only the **MAIN CONTACT** can renew agreements, receive email confirmations/notifications, and add and removed employees authorized to issue COC's. If the person who is the **MAIN CONTACT** will also be creating COC's, please remember to include that name in the list of Authorized Personnel below.

ADD PERSONNEL AUTHORIZED TO ISSUE CERTIFICATES OF COMPLIANCE:

NAME (s) Please Type or print clearly	SIGNATURE (s) REQUIRED	NAME (s) Please Type or print clearly	SIGNATURE (s) REQUIRED

NAMES TO BE REMOVED:

Please Type or Print Clearly			

NOTE: If you have faxed the form; please mail original with signatures to the address at the top of this form. Keep a copy for your records.

PRINTED NAME OF MAIN INDUSTRY CONTACT

SIGNATURE OF MAIN INDUSTRY CONTACT

Required training: The main industry contact is responsible that all authorized personnel have agreed to WSDA training and can attest to have taken training by checking one or more of the option boxes below:

- WSDA On-line Tutorial Training completed All Facility COC Personnel Have Previously Taken WSDA Training
 WSDA Live Training WSDA Training provided by experienced industry personnel

FOR DEPARTMENT USE ONLY

Region: _____ New Agreement Renewal Adds/Removes Signatures

This authority expires _____ Dated this _____ day of _____, 20_____

DIRECTOR OF AGRICULTURE
State of Washington

By: _____
F&V Program Administrator
Commodity Inspection Division

Agreement for Authority to Issue Certificates of Compliance

This agreement will authorize the issuance of Certificates of Compliance for apples, apricots, asparagus, Italian prunes, peaches, pears, or sweet cherries being shipped or transported for the growing and shipping season.

Additional terms of this agreement:

The Director of the Washington State Department of Agriculture issues THIS AGREEMENT as a privilege. The benefit to an applicant is the facilitation of an orderly, efficient and timely movement of regulated products. Absent this agreement, an applicant would be required by chapter 15.17 RCW to obtain WSDA inspection service for approval of individual shipping permits on regulated products. Such service is dependent on availability of WSDA personnel.

Certificates of compliance issued on controlled atmosphere (CA) commodities must be in full compliance with WAC 16-450. CA certified commodities must have a statement on the certificate of compliance that indicates the commodity meets the two-week shipping requirement.

All commodities that have been certified and assigned a State or Federal lot number must have this number shown on the certificate of compliance.

Commodities found during the course of inspection to be in non-compliance with State or Federal regulations must be corrected prior to shipment. The applicant or their representative will acknowledge non-compliant commodities with a signature on form **AGR 6072 Off Grade/Condition Report**.

The applicant must grant the director the right of entry to its facilities as provided under RCW 15.17.190 and the right to request and obtain a yearly total hundredweight (CWT) report to verify the volume of commodities shipped for all certificates of compliance issued by the applicant.

Commodities under this agreement that are in storage or loading areas will be made accessible for inspection by the director.

A person who violates the provisions of chapter 15.17 RCW or chapter 16-461 WAC may be subject to a civil penalty in an amount of not more than one thousand dollars and a suspension of this agreement for not more than twelve calendar months for each violation.

The Washington State Department of Agriculture will respond to request for inspection service in the following sequence:

- 1) Export certification;
- 2) Marketing order, Controlled Atmosphere certification (Federal-State (or) State certification);
- 3) Soluble solids and starch-iodine testing prior to the corresponding apple variety release date;
- 4) Voluntary certification Federal-State (or) State certification;
- 5) Quality control inspection at time of packing, loading or from storage (State inspection).

By issuing the certificate of compliance, the Washington State Department of Agriculture does not guarantee the quality and/or quantity of fruits and vegetables certified. The applicant has the sole responsibility to fairly and accurately represent the quality and quantity of fruits and vegetables to prospective buyers.

The applicant agrees to defend, indemnify and hold the Washington State Department of Agriculture harmless against any damage claims, lawsuits, economic and/or personal injury claims relating to the quality and/or quantity of fruits and/or vegetables which are the subject of this agreement. This indemnification clause includes but is not limited to claims of sole and/or concurrent negligent inspection and/or certification by the Washington State Department of Agriculture.

COC
Agreement
Continued

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Frequently asked Questions link for COC's

Reminder: As of August 1, 2014: Old Crop = 2013 / New Crop = 2014

[USDA PCIT Program](#)

[All USDA Marketing Orders](#) | [Cherries: MO 923](#) | [Pears: MO 927](#) | [Potatoes: MO 946](#)

[New Inspection Fee Rule|Effective January 1, 2015](#)

[Phytosanitary Inspection Requirements for Florida -- June 19, 2014](#)

[Effective July 1, 2014 -- Certificate Fees](#)

[F&V Program Quarterly Newsletter June 2014](#)

First time here? Apply now to use this system.

Shipper #

User ID

Password

[Change Password](#)

[Forgot Password?](#)

Facility shipper # furnished by WSDA

Authorized User Id.

Authorized User Password- see next Slide.



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Passwords



- a) Each authorized user must have their own password. You should not share your password with other users for security reasons.
- b) Passwords must include:
 - Must be no less than 6 characters, but no more than 12 characters
 - Must have at least 1 number or 1 letter
 - Passwords are case sensitive
 - Special characters are allowed (such as !@#\$%^&)
- c) If you forget your Password; Contact C2P2 System Administrator
 - By E-mail: Request Password Reset
 - By Phone: Contact your Regional Offices

Yakima- 509-249-6900 or Wenatchee- 509-884-7242

Once the C2P2 System Administrator has reset your password, a temporary password will be e-mailed to the Main Contact as indicated on your Compliance Agreement, without exception. You will be prompted to change your password immediately after you login with your temporary password.

Password must be changed every 6 months. The system will prompt you when this needs to be done.

WSDA

Certificate of Compliance Program
WASHINGTON STATE DEPARTMENT OF AGRICULTURE

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[Home](#) > New COC/Permit



THIS IS NOT A VALID CERTIFICATE OF COMPLIANCE WITHOUT A COC #

Form #:

Show Pending
Submit
Save
New COC

Shipper: Test Account

City: Oly

Address: 1111 Washington Street SE

District: Yakima

State: WA

This is what a COC data entry screen will look like.

The following slides will explain how to correctly and accurately fill out a COC.

Domestic Rail Car
 Export Truck

Origin of Produce

Grown In State
 Grown Out of State

Order Number*

Organic	Storage	State Lot No.	Commodity	Crop Year	Row Size	Variety	Container Type	Content No./Lbs	No. Shipped	Grade	Pre-COC
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Filling out a COC

Shipper information will already be here when you log in

Show Pending- This will show your pending COC's

Submit- You can submit completed COC's

Save- Allows you to save a pending COC

New COC- You can create new COC

3.0.0.0

WSDA Certificate of Compliance Program
WASHINGTON STATE DEPARTMENT OF AGRICULTURE

[Home](#) [Information](#) [COC Search](#) [FAQ](#) [Contact Us](#) [Privacy Notice](#) [agr.wa.gov](#) [Additional Declarations](#) [Log Off](#)

[Home](#) > [New COC/Permit](#)

Form #:

**THIS IS NOT A VALID CERTIFICATE OF COMPLIANCE
WITHOUT A COC #**

Shipper: Test Account
Address: 1111 Washington Street SE
City: Oly
District: Yakima
State: WA



Must check Domestic or Export

- Domestic shipments will have a COC charge
- Export shipments will have NO inspection charge on COC for apples only

Origin of Produce;

Must check Grown in State or Grown out of State

Cannot check both - will need separate COC's

Check rail car or
truck/name if
available

Must fill in order number
or indicate none. This will
tie all documents together
on monthly invoice from
WSDA

Domestic

Rail Car

Export

Truck

Origin of Produce

Grown In State

Grown Out of State

Order Number*



Organic- must check Yes or NO - mandatory field

Storage- check type of storage – see slide 17

State Lot ID- Enter State lot ID number if one is assigned to load - see slide 17

Commodity- Check commodity being shipped

Crop Year- Must show crop year for apples and pears only

Row Size- Show row size for cherries only

Variety- Show variety of product

Container Type- see slide 18 for more info

Contents- see slide 18 for more info

No. Shipped- Total shipped

Grade- Grade Marked

Pre-COC - Change

to YES if COC

already issued

Organic	Storage	State Lot No.	Commodity	Crop Year	Row Size	Variety	Container Type	Content No. Lbs	No. Shipped	Grade	Pre-COC
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	No <input type="checkbox"/>
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Compliance Statement- Check appropriate box from drop down menu
Shipment Destination- Check Warehouse to warehouse only when being shipped to another Washington State Packing facility
Released shipment to- Fill in all boxes including zip code/country
Submit- Click here when COC is completed /shipped
Save- Click here to save as pending
New COC- Click here to start new COC
These will fill in automatically

Compliance Statement:

Total Net Weight: **Total # of Containers:**

Shipment Destination:
 Warehouse to Final Destination
 Warehouse to Warehouse

Released for shipment to:
 Firm Name:
 Firm City:
 State/Province: Zip/Postal Code:
 Country:

Non-Profit Business

The undersigned, a duly authorized representative of the above firm, CERTIFIES that the apples, apricots, asparagus, cherries, pears, peaches or prunes covered by the certificate are in full compliance with all provisions of Chapter 15.17 RCW and the regulations and administration directives adopted thereunder by the Director of Agriculture of the state of Washington. A violation of the provisions of the above chapter of rules adopted hereunder shall constitute a MISDEMEANOR.

Employee Name: jane smith

AGR 840-6009E (R/4/01)

Other Information

Storage: When choosing “CA” storage from the drop down, you can only use “CA” when the product has been held in “CA” storage and certified to verify that the product is in compliance with all “CA” regulation. Product that is certified to meet “CA” regulations must also have, at time of certification, the words WNCA or WACA along with an assigned “CA” number issued by WSDA marked on each container. When choosing “CA” storage from the drop down you will also be required to show a State stamp number on the COC to show that it has been certified to meet all “CA” requirements. Choosing “CA” storage from the drop down list should ONLY be used when all of the above requirements have been met.

State Lot ID: Entering a State Lot number will trigger a “No Charge” There should be nothing entered in this section except a State Lot ID number.

Only product that has been certified by WSDA for grade or condition should have a State Lot ID number.

Container Types: Select the type of container being shipped from the drop down list on the COC. If you have any questions or the type of container you are shipping is not listed, call the Regional office for assistance.

Contents - No./Lbs: When entering information in this section, you will need to note the net weight of commodity being shipped. Example:

- Tray pack carton of apples = 40 lbs net weight- show 1 @ 40 under contents. This indicates that you have a container weighing 40 lbs.
- Tray pack Euro carton of apples = 27 lbs net weight- show 1 @ 27 under contents. This shows you have one container weighing 27 lbs.
- 12/3 lb shipping cases= 36 lbs net weight- show 12 internal packages weighing 3 lbs each. This indicates that you have a master container that has 12 internal packages weighing 3 lbs each.
- 8/5 lb shipping cases= 40 lbs net weight- show 8 internal packages weighing 5 lbs each. This indicates that you have a master container that has 8 packages weighing 5 lbs each.



Other Information

- **Corrections**: If you need to make changes or corrections to a COC that has been submitted or delivered to the regional office, you will need to print a copy of the COC and fax or deliver a copy with the corrections noted to the regional office. Voiding a COC for changes or errors is not necessary. Make the corrections and send a copy to WSDA.
- Only WSDA can make changes to a submitted COC.
- **Puerto Rico (PR)**: Is a trust of the United States and is considered a “Domestic” shipment. The COC must show “PR” as the “State” and the country as “U.S. Possession”.
- **Apple/Orange shipments**: Shipments of apple/oranges going to California cannot have a COC issued. WSDA must issue a shipping permit.
- **Cherries**: **COC’s cannot** be issued on any California shipments of cherries. WSDA must issue a shipping permit.
- **FAQ**: On the login page there is a link called FAQ (Frequently Asked Questions) that will assist in the explanation of the COC program.



Other Information

- **Warehouse to Warehouse shipments:** Example - If warehouse “A” ships 500 cartons of packed fruit to warehouse “B”, warehouse “A” would issue a COC and check warehouse to warehouse.
 - When warehouse “B” ships the fruit, they will issue their own COC and mark “Pre-COC - Yes or No” for each line item and check warehouse to final destination.

Marking Pre-COC – YES, indicates that the fruit has already had a COC issued and there will be no WSDA or fruit assessments charges. All charges will be against the first COC.

A COC must be issued for each shipment. When moving a load from warehouse to warehouse, the facility loading the fruit for final destination is responsible for the final COC.