



## TIPS AND RESOURCES

### ORGANIC PRODUCER CERTIFICATION RENEWAL PACKET

Your Certification Renewal Packet includes the forms necessary to renew your certification for another year. To avoid a \$100 per month late fee, complete the packet and mail the required forms, along with your annual fee, to our office before the **February 1** deadline.

#### **Organic standards require you to renew your certification every year!**

If you are not selling, labeling, or representing products as “organic,” contact our office to withdraw your certification. Failure to renew, or to notify our office of your wish to withdraw, may result in compliance action in addition to late fees.

Our staff can be reached at (360) 902-1805 or email: [organic@agr.wa.gov](mailto:organic@agr.wa.gov).

#### **Tips and Resources:**

- ✓ **Electronic Forms** – All forms, except your customized Site Verification Form (AGR 2158), are available on our web site. <http://agr.wa.gov/foodanimal/organic>. If you choose to complete your forms electronically, please print and mail a hardcopy to our office along with your certification fee.
- ✓ **Renewing your Materials Inventory** - Your Material Inventory is a list of all inputs (fertilizers, pesticides, and production aids) you intend to use on your organic operation. You may submit your Material Inventory by email or you may include a hard-copy form with your renewal application. Return your Material Inventory to our office by the **February 1** renewal due date.

#### **Email**

In order to save time and paperwork, we have emailed a copy of your Materials Inventory pre-filled in with the materials you used this last season. Please delete any materials no longer in use, add any new materials you plan to use this next production season at the bottom, and return it to [organic@agr.wa.gov](mailto:organic@agr.wa.gov). Although a blank Material Inventory form is provided in your renewal packet; it is not necessary to complete the blank form if you email us an updated version of your Material Inventory.

#### **With Your Application**

If your email address wasn't on file with our office, we've included a paper copy of the Materials Inventory we have on file from this last production season in your hard-copy packet. Please cross out any materials no longer in use, add any new materials you plan to use this next production season at the bottom, and mail the updated list to our office with the rest of your renewal forms.

Please contact our office with any questions or to request another copy of your Materials Inventory.

- ✓ **Provide Complete Information Early, Save Time Later** – Organic certification is an evaluation of an operation's practices and procedures for protecting the organic integrity of a crop or product. Certification begins each year with the submission of an organic system plan that is developed by the producer, and agreed upon by their certification agency. The role of the inspection is to then evaluate the accuracy of the agreed plan by reporting on the actual practices observed during the inspection.



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***The more detail that can be provided in your annual renewal forms, the smoother the certification process becomes.*** Your thoughtful and complete answers will reduce further requests for information, and therefore expedite the issuance of your updated certificate. Tips and guidance are highlighted throughout our forms. ***If in doubt, our staff is available to assist.***

- ✓ **Gross Annual Income Reporting** – Chapter 16-157 WAC (Washington Administrative Code) outlines the fees associated with organic certification services provided by WSDA Organic Program. Per WAC 16-157 220, renewal application fees are “based on the previous year's gross annual income from organic agricultural products.”

***All gross income received from organically certified crops must be reported, and certification fees assessed,*** regardless if the crop was marketed as “organic” at the point of sale. Your certification fees are used to provide annual certification reviews and an inspection of your practices in compliance with organic standards.

- ✓ **Approved Organic Input Materials** – The WSDA Organic Program maintains a list of products that we have determined meet the requirements under the National Organic Standards. Manufacturers and distributors of these products have specifically requested a review of their formulations and manufacturing processes. WSDA's list is not a comprehensive list of all materials that are allowed for use in organic agriculture, but WSDA certified organic operators can use products that appear on this list and maintain confidence that the use of these products will not jeopardize certification. *WSDA does not provide any guarantee or warranty for materials included on this list, nor do we offer an endorsement of any product.*

**WSDA's Brand Name Material List is available online at:**

<http://agr.wa.gov/FoodAnimal/Organic/MaterialsLists.aspx#Materials>

*Contact us if you would like a hardcopy of the WSDA List.*

In addition to the WSDA Brand Name Material List, WSDA certified organic operations can reference the **Organic Materials Review Institute (OMRI)** list of approved materials. <https://www.omri.org/>

- ✓ **Recordkeeping Assistance** – Our office has assembled several recordkeeping forms to assist you in tracking material inputs, seed searches, livestock feed and/or livestock health. Download them from our website, or contact our office to request copies. <http://agr.wa.gov/FoodAnimal/Organic>
- ✓ **International Market Requirements** – Our office provides an evaluation of organic products for compliance with the USDA trade partner arrangements with the European Union, Canada, Japan, Korea and Taiwan. Operations that are certified by WSDA Organic Program will be evaluated against the requirements within these arrangements during the annual certification and inspection process.

Interested in finding out more about exporting organic products? Visit our website and review our International Market Guide: <http://agr.wa.gov/FoodAnimal/Organic/international.aspx>. Electronic affirmation and export document applications for shipments to these trade partners can be downloaded from this webpage. If you need further assistance, contact our Export Desk at [organicexport@agr.wa.gov](mailto:organicexport@agr.wa.gov).