



TIPS FOR COMPLETING YOUR ORGANIC CERTIFICATION RENEWAL PACKET PRODUCER

Your Certification Renewal Packet includes the following 5 documents that must be completed and submitted to our office by **February 1st** to avoid a late fee and/or compliance notice.

1. Renewal Application (AGR 2158)
2. Site Verification (AGR 2158)
3. Organic Operator Agreement (AGR 2281)
4. Organic Sales and Yields (AGR 2506)
5. Organic System Plan Update (AGR 2505, and/or AGR 2608)

Operations with multiple certifications - We are taking efforts to consolidate our mailings and may place multiple packets in the same envelope. Please review your paperwork thoroughly to be sure you have renewal forms for each of your certifications. Producer renewals are due February 1st. Handler and Processor renewals are due March 1st.

Cost share reimbursements - The 2008 Farm Bill included a reauthorization of the National Organic Cost Share Program. This program reimburses 75% of the costs of your organic certification up to a maximum payment of \$750. A cost share application is included with your renewal application materials. If you would like to participate in this program, please complete the application and return it with your renewal paperwork.

Recordkeeping forms - Our office provides several recordkeeping forms for your use. If you want to use WSDA Recordkeeping forms to keep track of your material inputs, seed stock, livestock feed and/or livestock health you can download them from our website, or contact our office for electronic or hardcopies versions of the forms.

Some useful tips to keep in mind as you fill out your certification renewal packet:

- **Identification** - Please include your farm business name and certification number on all forms, as documents can get separated.
- **Paperwork Requirements** - You may use different formats to report changes or updates to any part of your renewal, as long as all required information is submitted and easily understood (*e.g. Excel, Word, Quickbooks, etc.*).
- **Electronic Forms** - All forms are available on our web site. Please submit the hardcopy printed from your computer as we need original signatures on forms as well as the certification fees with the renewal application.
<http://agr.wa.gov/FoodAnimal/Organic>
- **Records** - Keep copies of your completed forms as a reference for your annual inspection and future updates.
- **Organic certificates do not expire, but must be renewed every year!** Organic certification requires an annual renewal application. If you do not intend to renew your organic certification, please contact WSDA to withdraw your certification. If you do not renew or withdraw, your organic certification will be suspended and this may cause problems for future certification.

Questions? When in doubt, contact our staff. We are here to assist.

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