



NEW APPLICATION FOR ORGANIC CERTIFICATION –HANDLERS, PROCESSORS, RETAILERS

To meet your certification needs, submit your complete application at least 3-1/2 months before you intend to handle or process organic crops or products. A thorough and complete application can help to facilitate a quicker review.

Tip! Keep a copy of your new applicant certification forms for your records and have them available during announced inspections. Your inspection will evaluate your operation’s practices in accordance with the USDA organic regulation and compared to the information you have submitted to our office.

Send Application Forms and Fee To: Washington State Dept of Agriculture Organic Food Program
 PO Box 42591, Olympia WA 98504-2591

Part 1 – Contact Information		
WSDA Organic Certification Number:	Unified Business Identifier (UBI) Number:	County of Physical Location:
WSDA Food Safety Program Processors License Number (If applicable):		County Health Department Permit Number (If applicable):
Business Name:		
Contact Name (Person to whom correspondence will be addressed):		Title:
Mailing Address (Address will appear on organic certificate):		
City:	State:	Zip Code:
Physical Address (Address will appear on organic certificate):		
City:	State:	Zip Code:
Primary Phone Number:		Alternate Phone Number:
Fax Number:		Email Address:
Website:		
Person Overseeing Organic Production:		Title:
Facility Manager Name (If different from above):		Title:
Additional person(s) who help maintain production or financial records (quality manager, accountant, bookkeeper):		Title:
Do you want a Spanish / English translator at your organic inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Tip! Persons responsible for organic production and recordkeeping must be available during all scheduled inspections.		



Part 2 – Chain of Custody and Company Overview

1. Indicate which handling and processing categories apply to this facility and your company. Check all that apply.

<input type="checkbox"/> Repacker of previously packaged products	<input type="checkbox"/> Processor of multi-ingredient products
<input type="checkbox"/> Packer of raw agriculture products	<input type="checkbox"/> Processor of single-ingredient products
<input type="checkbox"/> Brokerage or Marketing Company	<input type="checkbox"/> Retail Establishment (Grocery, Restaurant, ect)
<input type="checkbox"/> Storage Facility	<input type="checkbox"/> Other (please specify):
2. What *specific* type of organic handling or processing occurs at this facility (i.e. apple pre-sizing, bakery, IQF vegetables, winery, etc.)?
3. Does your company handle the same product in both an organic and in a nonorganic form? Yes No
If yes, identify which products are processed in both an organic and nonorganic form on the Product Summary Form.

Tip! Procedures must be in place to ensure no commingling of organic and conventional forms of a product. Documentation verifying adherence to procedures must be made available at each inspection.

4. Does your company own the organic products processed at this facility? Yes No Combination
If yes, at what point do you take ownership of the ingredients or products?
5. Do you currently, or plan to, contract with another company to pack into their branded (private) labels*? Yes No
If yes, Include details about the products in the Product Summary Form. Attach copies of labels for all custom or private labeled organic products.

Tip! Private labels are products manufactured or provided by one company under another company's brand.
If you are handling organic product for another company you must submit the product information prior to distribution.
If your contractor provides you with new or revised labels, those labels need to be approved as a part of your certification prior to use.
If you use a label that lists a certification agency other than Washington State Dept. of Agriculture, a copy of the Organic Certificate corresponding to the agency listed on the label must be submitted.



6. Does your company currently or plan to contract with any farms or facilities to produce, process, store, or label organic products on your company's behalf? Yes No

If yes, please complete the table below

Contract Farm or Company Name	Address	Certification Agency of the Contract Company	Service Provided
<i>Example: Blue Heron LLC</i>	<i>Olympia, Washington</i>	<i>WSDA</i>	<i>Cold storage of processed vegetables</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Tip! Details about contract operations must be disclosed and available for review during each inspection.

7. Does your company provide seed to a certified organic farm or grower? Yes No
- If yes, have all records and documentation regarding the seeds been provided in full to the grower? Yes No

Tip! All labels, receipts, delivery tickets, evidence of commercial unavailability, treatments, and non-GMO documentation must be on hand at the time of a the grower's inspection to verify compliance with the USDA organic regulations. Failure to have documentation at the grower's inspection may impact or delay their organic certification.



Part 3 – Market Overview

1. During what time period do you estimate you will be processing organic products during the upcoming year?
Example: March – October Organic products are handled year round
2. Indicate your estimated annual production of products. % Organic % Non-organic / non-certified
3. Check all marketing venues you will use to sell the organic products you handle this year.
 Retail Sales Custom Handling or Processing
 Wholesale Markets Other (please specify):

Part 4 – International Market Requirements

1. **European Union:** Do you intend to handle or process organic apple or pear products that may be shipped to the European Union? Yes No
 - 1a. If yes, describe how organic apples and pears that have had antibiotics in the last 36 months are identified and handled separately from tree fruit produced without antibiotics. Include details about commingling prevention, labels, and records.

2. **Canada:** Do you intend to handle any organic products that may be shipped to Canada? Yes No
 - 1b. If yes, describe how organic products grown with sodium nitrate are identified and handled separately from organic products grown without sodium nitrate. Include details about commingling prevention, labels, and records.

Tip! Refer to the International Organic Market page of our website for full details on the requirements to export organic products to the European Union or Canada.



Part 5 – Initial Certification

1. Do you have a copy of and have you reviewed the USDA organic regulations? Yes No
2. Have you previously applied for organic certification? Yes No
 - 2a. If no, skip to Part 6.
 - 2b. If yes, list the certification agency and date of initial application:
3. Did your application result in certification? Yes No
 - 3a. If no, what prevented you from achieving certification?
 - Withdrew application before process was completed.
 - Denied certification because did not meet requirements.*
 - Other:
**Attach a copy of the Notice of Denial along with details on how you have resolved the issue that led to the notice.*
 - 3b. If yes, attach a copy of the organic certificate and note when you were certified (month / day / year)?
 - 3c. If previously or currently certified, were you issued a Notice of Noncompliance or Notice of Proposed Suspension that you have not resolved? Yes No
If yes, attach a copy of the outstanding Notice of Noncompliance or Notice of Proposed Suspension along with details of how you have now resolved, or propose to resolve, the issue that led to the notice.