



RENEWAL APPLICATION FOR ORGANIC CERTIFICATION –HANDLERS AND PROCESSORS

The renewal of your organic certification is an annual requirement. Your inspection also occurs annually based on your production season. Regardless of when your inspection occurs, handler and processor renewal packets are due March 1st.

Tip! Keep a copy of your annual 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? Yes 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 processing categories apply to this facility and your company. Check all that apply.
 - Repacker of previously packaged products
 - Packer of raw agriculture products
 - Brokerage or Marketing Company
 - Storage Facility
 - Processor of multi-ingredient products
 - Processor of single-ingredient products
 - 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
 - 5a. If yes, include details about the products in the **Product Summary Form**. Attach copies of labels for all custom or private labeled organic products.

***Private Labels** - Products manufactured or provided by one company under another company's brand.

Tip! 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. List any farms or facilities that **produce, process, store, or label** organic products on your company's behalf:

N/A, no other facilities provide these services to our operation.

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

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.			

7. Does your company provide seed to a certified organic farm or grower? Yes No

7a. 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. Indicate how you identify crops or products that qualify for international export, check all that apply. *Ensure records are available to demonstrate segregation of organic crops for different markets.*
 - N/A – No products are intended for international export
 - Only handle products that are compliant with export markets
 - Separate distinct internal lot codes
 - Other –
 - Colored tags or tickets

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 – Conditions of Certification

1. Do you currently hold organic certification with an agency other than WSDA Organic Program? Yes No
If yes, submit a copy of the current organic certificate.
2. Summarize the corrective action you took in response to any noncompliance notices or certification summary action items you received over the last year. Attach another sheet of paper if needed.
 - Not Applicable – No compliance issues were identified.