



RENEWAL APPLICATION FOR ORGANIC CERTIFICATION HANDLERS AND PROCESSORS

BUSINESS NAME:	
CONTACT NAME (PERSON TO WHOM CORRESPONDENCE WILL BE ADDRESSED):	TITLE:
NAME OF PERSON OVERSEEING ORGANIC PRODUCTION (MUST BE AVAILABLE DURING ANNOUNCED INSPECTIONS):	TITLE:
CERTIFICATION NUMBER:	

PHYSICAL ADDRESS:		COUNTY OF PHYSICAL LOCATION:
MAILING ADDRESS:		
CITY:	STATE:	ZIP CODE:
PRIMARY PHONE NUMBER:		ALTERNATE PHONE NUMBER:
FAX NUMBER:	EMAIL ADDRESS:	

Thank you for your continued interest in organic certification. Please note:

- The completeness of your application will ensure that the certification process proceeds timely and efficiently. Your efforts at the beginning of the season prevents delays in the certification process and ensures we can provide you with an updated certificate before you are ready to market your products.
- If you make any changes to your Organic System Plan, including a change to the contact individuals listed above, contact our office with the new information.
- Renewal of your certification is an annual requirement. Your inspection also occurs annually and is determined by your production season. Regardless of when your inspection occurs, Handler, Processor, and Retailer renewal packets are due March 1st each year.
- Review your packet thoroughly. Certification forms may change and therefore submitting copies of last year's info may not fully meet the requirements.
- Keep a copy of these forms for your records and have them available during announced inspections. Your inspection is designed to evaluate your operation's procedures in accordance with the information you provide in your annual packets.

<p>Send Certification Renewal Forms and Fee To: Washington State Dept of Agriculture Attn: Organic Food Program PO Box 42560 (US Mail) 1111 Washington Street SE (Private Courier) Olympia WA 98504-2560</p>	<p style="text-align: center;">Checks returned by the bank will be charged a handling fee of \$25.00 (RCW 62A.3.51(a) and 62A.3.520)</p> <p>Note: All business related information submitted or collected is confidential and exempt from public inspection and copying (RCW 15.86.110)</p>
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ORGANIC OPERATOR AGREEMENT

BUSINESS NAME:		UNIFIED BUSINESS IDENTIFIER (UBI) NUMBER:	
BUSINESS INFORMATION (PLEASE CHECK APPROPRIATE BOX):			
<input type="checkbox"/> INDIVIDUAL (SOLE PROPRIETORSHIP)			
<input type="checkbox"/> INDIVIDUAL "DOING BUSINESS AS"			
<input type="checkbox"/> EDUCATIONAL INSTITUTION / PUBLIC INSTITUTION / NONPROFIT			
<input type="checkbox"/> GENERAL PARTNERSHIP. NAMES OF THE OWNERS OR PARTNERS:			
<input type="checkbox"/> LIMITED LIABILITY COMPANY (LLC)			
NAME OF REGISTERED AGENT:			
ADDRESS OF REGISTERED AGENT:			
PRIMARY PHONE NUMBER FOR REGISTERED AGENT:		EMAIL ADDRESS FOR REGISTERED AGENT:	
<input type="checkbox"/> CORPORATION			
PRESIDENT:		VICE PRESIDENT:	
SECRETARY:		TREASURER:	

Organic Operator Agreement

(The person signing the Organic Operator Agreement must be authorized to represent the business.)

I _____, as an authorized representative of

[Business Name] _____ depose and say that I will:

1. Fully comply with all applicable organic production and handling regulations in accordance with Title 7 CFR Part 205 National Organic Program Rule and Washington State Chapter 16-157 WAC Organic Food Standards and Certification.
2. Establish, implement, and update annually an organic production or handling system plan that will be submitted to WSDA Organic Food Program (NOS 205.201).
3. Supply WSDA Organic Food Program with all information required to verify compliance with the National Organic Program Rule [NOS 205.201(a)(6)].
4. Permit on-site inspections with complete access to the production or handling operation, including noncertified production and handling areas, structures, and offices by WSDA Organic Food Program. These inspections may be announced or unannounced at the discretion of WSDA Organic Food Program or as required by the Administrator of the National Organic Program [NOS 205.400(c)].
5. Maintain all records applicable to the organic operation for not less than five (5) years beyond their creation [NOS 205.103(b)(3)].
6. Allow authorized representatives of WSDA Organic Food Program, or the Secretary of Agriculture access to these records under normal business hours for review and copying to determine compliance with the National Organic Program Rule [NOS 205.103(c)].
7. Submit to WSDA Organic Food Program the applicable fees as described on the most current fee schedule [NOS 205.400(e)].
8. Immediately notify WSDA Organic Food Program about any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or part of an operation [NOS 205.400(f)(1)].
9. Immediately notify WSDA Organic Food Program of any change in our certified operation or portion of it that may affect its compliance with the National Organic Program Rule, including changes to managers, responsible parties, contact information and email address [NOS 205.400(f)(2)].

SIGNATURE OF AUTHORIZED REPRESENTATIVE:		DATE:	
PRINT NAME		TITLE:	