



HOW TO OBTAIN CERTIFICATION OF A NEW ORGANIC COFFEE PRODUCT

The below instructions outline the information needed to have a coffee product approved to make organic claims. Product information must be submitted in conjunction with a new or renewing application for an organic coffee roasting business.

Certified operations are welcome to submit new products for review to our office at any point throughout the year. Operations that submit products for evaluation outside of the annual renewal cycle, submit more than 5 new product formulations, or submit incomplete information will be charged an additional fee.

Requests for reviews of a new or updated organic product will be charged \$40.⁰⁰ per hour, with a minimum charge of one hour*. You will be billed for this fee upon completion of our office's review of your product. Requests for a product review do not guarantee certification.

*WAC 16-157-250 (2)(a)

The review time for a new product can take up to four weeks!

This timeline may be longer if additional information is needed. Keep this timeline in mind when developing your new product and scheduling marketing and product launch dates.

Additional on-site inspections may also be required before approval of a new product or new product line.

The following items must be submitted for each new coffee product that you wish to have certified. *These items must be received and approved prior to you selling, labeling, or representing the coffee as "organic."*

1. Coffee Product Formulation Form
2. Retail or Wholesale Label
3. Organic Supplier Certificates



Please make copies of all information submitted and have the documents available for review during an inspection.

1. Formulation Form

Use the guidance below when completing the WSDA Organic Coffee Formulation Form (AGR 2704). This form is available online or by contacting our office at (360) 902-1805.

The top portion of the form is designed to allow you to list up to four single origin coffees, and two coffee blends may be listed in the bottom portion. More than 1 form may be submitted if necessary. Note **all** names associated with a coffee under 'Single Origin Coffee', or 'Blend Name' must be disclosed. A copy of **each** label associated with a product must be submitted.

- **Supplier** – List the full business name of the certified business you obtain organic coffee from. The name should match the organic certificate for the supplier. *If purchasing from a brokerage that may or may not be organically certified, you must obtain the organic certificate from the last certified entity in the chain of custody.*
- **Substitutions** - List all possible substitutions that may be used in your formulation. *For example:* Organic House Blend may be 100% Costa Rican Coffee, or may be 50% Columbian and 50% Mexican... depending on availability.
- **Organic Labeling Category** - Please indicate which organic category you are labeling your coffee as. *Note- most decaf coffees do not qualify for 100% Organic status due to the decaffeination process.*
- **Flavoring** - If you are adding flavoring to your coffees, list the flavoring as an ingredient in the "Coffee Blends" section of the formulation form. Include a copy of your supplier's organic certificate if flavoring is organic, or have your supplier complete the WSDA Natural Flavor Questionnaire if the flavoring is natural. *Synthetic flavors are prohibited.*



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2. Labels

- Labels must be submitted for all products seeking certification and must be approved prior to certification of the new product(s).
- Attach a copy of the label for each coffee seeking certification, or provide a draft of your proposed label if a final version is not available. Both retail labels and wholesale labels must be submitted for each new product.
- Please limit labels to no more than 8 ½" x 11" in size. Faxed copies of labels are not accepted.
- Labels must include a statement identifying the certifying agency of the final certified handler of the coffee.

Refer to the Labeling and Product Composition Section of the WSDA Guide to Organic Certification for the full details on organic label requirements.

3. Supplier Certificates

- An organic certificate issued by the certifier of each of your supplier(s) noted on the formulation form must be submitted and must list the product or ingredient you are using.
- All organic products sold in the United States must have accompanying documentation that verifies the product was certified by a USDA accredited agency, AND verifies that the product is certified according to USDA National Organic Standards, OR have documentation that verifies the product is certified by a recognized government, or covered under an equivalency agreement.
 - For a current list of accredited agencies go to the Certifier page on the National Organic Program website.
 - For a current list of recognized governments or equivalency agreements go to the International Issues page on the National Organic Program website.
- If you receive a transaction certificate instead of the supplier's organic certificate, please note that the above requirements still apply.
- If purchasing from a brokerage that may or may not be organically certified, you must obtain the organic certificate from the last certified entity in the chain of custody.
- If your company is using a label that lists a certification agency other than Washington State Department of Agriculture, a copy of the Organic Certificate that corresponds to the certification agency on the label must be submitted.

Organic certification documents must:

- 1. Be issued by a USDA accredited agency,*
- 2. Reference the National Organic Standards,*
- 3. List the organic product.*
- 4. Be available during each inspection.*

WSDA must receive the required information outlined above and approve all new products, prior to the sale, labeling, or representing of the product as "organic."

Additional information, or an on-site inspection, may be required by our office to determine whether your product(s) comply with the National Organic Standards.