



ORGANIC CERTIFICATION APPLICATION

Payment can only be mailed or faxed.

All Required Forms for a Complete Application			
CROP – New	Crop - Renewal	HANDLER- New	Handler - Renewal
Application form & fee \$1000	Application form & fee - \$750	Application form & fee \$1000	Application form & fee - \$750
Organic System Plan-Crop	Organic System Plan Update-Crop	Organic System Plan	Organic System Plan Update
Site Registration(s)	Site Registration(s)—if new sites are added	Site Registration(s)	Site Registration(s)-if adding new sites
Input Inventory	Input Inventory	Input Inventory	Input Inventory
Greenhouse Addendum (if applicable)	Greenhouse Addendum (if adding a greenhouse)	Product Formulation	New Product Formulations (if adding products or changing formulations)
Hemp Affirmation (if applicable)	Hemp affirmation (if adding Hemp to production)	Labels	New Labels (if adding products or changing labels)
Previous Land Use Declaration	Previous Land Use Declaration (if new sites are added)	Organic Certificates or alternate proof of organic status for all product ingredients	Organic Certificates or alternate proof of organic status for all product ingredients (if adding products or changing formulations, and every 3 years)
Non-Organic Seed Affidavit (if using non-organic seed for cash crop or cover crop)	Non-Organic Seed Affidavit (if using non-organic seed for cash crop or cover crop)		
Compost Worksheet (if creating on-farm compost)	Compost Worksheet (if creating on-farm compost)		
Attachments: seed tags for all annual plants, complete ingredient information for all on-farm created inputs, field maps	Attachments: seed tags for all annual plants, complete ingredient information for all new on-farm created inputs, field maps (if adding sites)		

Application fees are non-refundable regardless of certification determination. A copy of this form with payment information must be mailed or faxed. See page 4 for payment instructions. Do not email credit card information.

Email all other supporting application materials to certification@oda.oregon.gov

If email is not possible, or if you have additional questions or comments, contact ODA's Certification staff to make other arrangements:

Call 503-986-4620 or email certification@oda.oregon.gov

Date:



Legal Business Name:

DBA:

Legal Business Status: Trust/ non-profit Corporation LLC
Legal Partnership Sole Proprietorship Cooperative Other:

Main contact name(s):

phone(s):

e-mail(s):

Physical Address:

Mailing Address:

Website:



Organic Operator Agreement

I, _____, as an authorized representative of _____
(business name) depose and agree to:

1. Fully comply with all applicable organic production and handling regulations in accordance with Title 7 CFR Part 205 National Organic Program Rule and the program requirements of the Oregon Department of Agriculture (ODA) Organic Certification Program.
2. Establish, implement, and update annually an organic production or handling system plan that will be submitted to the ODA Organic Certification Program.
3. Supply the ODA Organic Certification Program with all information required to verify compliance with the National Organic Program Rule.
4. Allow on-site inspections with complete access to the production or handling operation, including non-certified production and handling areas, structures, and offices by the ODA Organic Certification Program staff. These inspections may be announced or unannounced at the discretion of the ODA Organic Certification Program or as required by the Administrator of the National Organic Program.
5. Maintain all records applicable to the organic operation for not less than five (5) years beyond their creation.
6. Allow authorized representatives of the ODA Organic Certification Program, or the Secretary of Agriculture access to the records under normal business hours for review and copying to determine compliance with the National Organic Program Rule.
7. Submit to the ODA Organic Certification Program the applicable fees for service as described on the most current fee schedule.
8. Immediately notify the ODA Organic Certification Program about any application, including drift, or a prohibited substance to any field, production unit, site, facility, livestock, or part of an operation.
9. Immediately notify the ODA Organic Certification Program of any change in the certified operation or portion of it that may affect its compliance with the National Organic Program Rule and submit all updates via an Organic System Plan.

Signature	Title	Date
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Payment Instructions

Please indicate your method of payment below.

Checks or money orders must be mailed:

Mail (USPS only)

This option allows for faster processing.

Oregon Department of Agriculture
PO Box 4395 Unit 17
Portland, OR 97208-4395

Mail (other carriers accepted)

This option requires additional steps for checks and money orders, and may take longer to process.

Oregon Department of Agriculture
Attn: Cashier
635 Capitol St NE
Salem, OR 97301-2532

Credit card payments must be mailed or faxed – do not e-mail credit card information:

Mail:

Oregon Department of Agriculture
Attn: Cashier
635 Capitol St NE
Salem, OR 97301-2532

Secure Fax: 503-986-4746

For Visa, MasterCard, Discover, or American Express charges, please complete the following information:

Business Name:		
Name of Cardholder:		Phone:
Address of Cardholder:	City/State:	Zip:
Receipt by fax or email only. Print email address or fax #:		
Signature:		Total Charges:
Card Number:		Expiration Date: