



YOLO COUNTY DEPARTMENT OF AGRICULTURE • WEIGHTS AND MEASURES

JOHN YOUNG
COMMISSIONER/SEALER

YOLO CERTIFIED ORGANIC AGRICULTURE
APPLICATION FOR CERTIFICATION

Please be diligent and correct in answering these questions. They will determine your annual fee for certification.

Applicant's Name: _____

Mailing Address: _____

Phone #: _____ FAX: _____ e-mail: _____

Business/Operation Name: _____

Location Address: _____

Phone #: _____ FAX: _____ e-mail: _____

Type of Business/Operation: _____ Total Acres/ Sq Ft in Production: _____

Name(s) of personnel responsible for maintaining compliance with the YCOA/NOP Standards:

_____ Phone #: _____

Check Category:

Producer Livestock Handler/Processor Wild Crop

California State Organic Program Registration #: _____ - _____ Expiration _____

Grower/Livestock Producer/Handler:

Handler/Processor Health Certificate #: _____ Expiration _____

Number of Acres to be certified: _____ *Or* Sq. footage certified _____

Product(s) Being Grown or Produced: _____

Total Livestock Number: _____

Handlers/Units merchandised a year: _____

If *previously* certified, name of certification agency: _____ # of years _____

Please document/submit any notices of noncompliance or certification denial: _____

Date: _____ Authorized Signature: _____

Title: _____

Notice of Applicant's Rights and Responsibilities

NOTE: An organic operation whose gross agricultural income from organic sales totals \$5,000 or less annually is exempt from certification, but if it sells its products as "organic" must still comply with most of the same standards for operation and labeling that are imposed on those organic operations required to be certified [205.101(a)(1)]. Also, in most instances a handling operation (e.g., retail food establishment) that does not process or repackage organic foods is usually exempt from certification [205.101(a)(2)]. See 205.101 of the NOP regulations for further examples of handling operations that may be exempt or excluded from the requirement to be certified.

Applicant's Rights

Provided that an application falls within YCOA's area of accreditation, applications will be processed, to the extent of YCOA's administrative capacity, without regard to the applicant's size or membership in any association or group [205.501.(a)(19)].

Applicant is not required to use YCOA's seal, logo, and/or any other identifying mark as a condition of certification [205.501(b)(1)].

Applicant has the right to obtain from YCOA an estimated total cost of certification, and an estimate of the annual cost of updating the certification fee schedule. YCOA's fee schedule must explain what fee amounts are nonrefundable and at what stage during the certification process fees become nonrefundable [205.642].

Applicant may withdraw its application at any time. An applicant who withdraws its application shall be liable for the costs of services provided up to the time of withdrawal of its application. An applicant that voluntarily withdraws its application prior to the issuance of a notice of noncompliance will not be issued a notice of noncompliance. Similarly, an applicant that voluntarily withdraws its application prior to the issuance of a notice of certification denial will not be issued a notice of certification denial [205.402(c)].

An applicant for certification who has received a written notification of noncompliance or a written notice of denial of certification may apply for certification again at any time with any certifying agent, in accordance with 205.401 and 205.405(e) [205.405(e)]. The certifying agent must treat a new application for certification that includes a notification of noncompliance or a notice of denial of certification as a new application and begin a new application process pursuant to 2045.402 [205.404(f)].

Once certified, a production or handling operation's organic certification continues in effect until surrendered by the organic operation, or suspended or revoked by the certifying agent, the SOP, or the NOP [205.404(c)].

Applicant's Responsibilities

Applicant is required to comply with all applicable provisions of the Organic Foods Production Act of 1990, as amended [7 U.S.C. 6501 et seq.], including requirements of the certifying agent, the State Organic Program (SOP), and National Organic Program (NOP) regulations [205.400(a)].

Applicant must establish and implement (and thereafter annually update) an organic production or handling system plan, as described in 205.200 [205.400(b)].

Applicant must permit onsite inspections with complete access to the production or handling operation, including noncertified production and handling areas, structures, and offices by the certifying agent as provided for in 205.403 [205.400 (c)].

Applicant must maintain all records applicable to the organic operation for not less than five years beyond their creation and allow authorized representatives of the USDA Secretary, SOP Manager, and YCOA to access such records during normal business hours for review and copying to determine compliance with the Act [205.400(d)].

Applicant must submit the applicable fees charged by YCOA [205.400(e)]. The applicant may be required by YCOA to pay at the time of application a nonrefundable fee that shall be applied to the applicant's fees-for-service account [205.642].

Applicant must immediately notify YCOA of any 1) application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or product that is part of an operation, and 2) change in a certified operation or any portion of a certified operation, that may affect its compliance with the Act and NOP regulations [205.400(e)].

When an applicant who has previously received written notification of noncompliance or written notice of denial of certification subsequently submits a new application to YCOA other than the agent who issued the notification of noncompliance or notice of denial of certification, the applicant for certification must include a copy of the notification of noncompliance or notice of denial of certification and a description of the actions taken, with supporting documentation, to correct the noncompliances noted in the notification of noncompliance [205.405(e)].

If YCOA has reason to believe that an applicant for certification has willfully made a false statement or otherwise purposefully misrepresented the applicant's operation or its compliance with the NOP certification requirements, YCOA may deny certification without first issuing a notification of noncompliance [205.405(g)].

INT: _____



Onsite Inspection Standards and Procedures

YCOA has developed standards to be used by inspectors when evaluating applicant's compliance with Subpart C of the NOP regulations during the onsite inspection. These standards include YCOA's expectations regarding how the inspector will document (e.g., through samples, observation, etc.) the inspector's findings of compliance or noncompliance.

Prior to onsite,

Inspector (and applicant if not already provided) will be provided a copy of the certifying agent's standards for evaluating applicant's compliance with Subpart C of the NOP regulations during the onsite inspection.

Inspector will be provided a copy of any previous inspection report [205.501(a)(18)], and a copy of the applicant's current organic production/handling system plan.

Any differences in understanding between YCOA and applicant regarding the standards for production/handling practices required for compliance with NOP regulations must be resolved, and records of such resolution will be maintained.

All onsite inspections (with the exception of an unannounced onsite performed subsequent to the initial onsite) must be scheduled for a time when an authorized representative of the operation, who is knowledgeable about the operation, will be present, and at a time when the land, facilities, and activities that demonstrate the operation's compliance with (or capability to comply with) the NOP regulations, can be observed [205.403(b)(2)].

Initial onsite must be conducted within a reasonable time following the determination that the applicant appears to comply or may be able to comply with the organic production and handling requirements set out in 205.200 et seq., except that the onsite inspection may be delayed for up to six months to comply with the requirement that the onsite be conducted when the land, facilities, and activities that demonstrate compliance or capacity to comply can be observed [205.403(b)(1)].

During onsite, the inspector,

Will inspect each production unit, facility, and site that produces or handles organic products and that is included in an operation for which certification is requested [205.403(a)(1)]

May, at his/her discretion (at no cost to applicant), collect and test the soil, water, waste, seeds, plant, tissue, and take plant, animal, and processed products samples, in order to determine that prohibited substances have not been (and are not being) applied to the operation [205.403(c)(3)].

There shall be no charge to the inspector for samples taken [205.403(e)(1)].

Must provide applicant's authorized representative with a receipt for any samples taken [205.403(e)(1)].

Must conduct an exit interview with an authorized representative of the operation (who is knowledgeable about the inspected operation) to confirm the accuracy and completeness of inspection observations and information gathered during the onsite inspection. The inspector must address the need for any additional information as well as any issues of concern [205.403(d)].

After onsite, the inspection report must:

Verify the operation's compliance or capability to comply with the Act and NOP regulations [205.403(c)(1)], as well as compliance with requirements of the certifying agent and SOP. *Findings should be within the scope and definition of application.*

Verify that the information, including the organic production or handling system plan, accurately reflects the practices used or to be used by the applicant for certification [205.403(c)(2)].

Verify that prohibited substances have not been and are not being applied to the operation. Verification may be through means which, at the discretion of the certifying agent, may include the collection and testing of soil, water, waste, seeds, plant tissue, and plan, animal, and process product samples [205.403(c)(3)].

Be sent by the certifying agent, along with any test results, to the inspected operation [205.403(e)(2)].

Be reviewed by the certifying agent within a reasonable time after inspection, along with the results of any substance analyses conducted, and any additional information requested from (or supplied by) the applicant [205.404].

NOTE: YCOA may conduct additional onsite inspections, announced or unannounced, pursuant to the certifying agent's discretion or as required by the SOP official and/or the AMS Administrator for the purpose of determining the operations' compliance [205.403(a)(2)(iii)].

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YOLO CERTIFIED ORGANIC AGRICULTURE
PUBLIC INFORMATION SHEET

Operation Name: _____

Address: _____

Phone #: _____

Total Acreage Farmed: _____

Organic Acreage Farmed: _____

List of all Labels/Brand Name: _____

Crops/Commodities Grown/Handled:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Last Inspection Date: _____

Certification Status: _____



STATEMENT OF COMPLIANCE

- Application for Certification/Notice of Applicant's Rights and Responsibilities
- Public Information Sheet
- Organic Input Records (N/A for handlers)
- Organic System Plan Questionnaire for production, livestock and/or handler
- Yolo Certified Organic Agriculture (YCOA) Certification Handbook
- NOP Standards
- Onsite Inspection Standards and Procedures

I have received and reviewed the above application documents. I agree to comply with all applicable Yolo Certified Organic Agriculture (YCOA) requirements and to comply with the USDA National Organic Program (NOP) which YCOA has adopted as their official organic standards.

Applicant signature: _____

Date: _____