



NEW APPLICATION FOR ORGANIC CERTIFICATION HANDLERS, PROCESSORS, RETAILERS, & BROKERAGES

The entire certification process takes 90-120 days for new applicants.

BUSINESS NAME:		
CONTACT NAME (PERSON TO WHOM CORRESPONDENCE WILL BE ADDRESSED):		JOB TITLE:
NAME OF PERSON OVERSEEING ORGANIC PRODUCTION (MUST BE AVAILABLE DURING ANNOUNCED INSPECTIONS):		JOB TITLE:
WSDA ORGANIC CERTIFICATION NUMBER (OFFICE USE ONLY):	COUNTY WHERE BUSINESS IS LOCATED:	STATE WHERE BUSINESS IS LOCATED:
PHYSICAL LOCATION OF BUSINESS:		
MAILING ADDRESS (IF DIFFERENT FROM ABOVE):		
CITY:	STATE:	ZIP CODE:
PRIMARY PHONE NUMBER:		ALTERNATE PHONE NUMBER:
FAX NUMBER:		EMAIL ADDRESS:

Please refer to the checklist under your specific type of operation to ensure all required application documents are submitted. **Submission of only this Application Form, is not considered a complete application.**

Handler Forms	Processor Forms	Retailer Forms	Brokerage/Marketing Co. Forms
<input type="checkbox"/> Application for Certification <input type="checkbox"/> Organic Operator Agreement <input type="checkbox"/> Fee Form <input type="checkbox"/> Organic System Plan <input type="checkbox"/> Product Summary <i>For each NEW product:</i> <input type="checkbox"/> Label, & supplier's organic certificate	<input type="checkbox"/> Application for Certification <input type="checkbox"/> Organic Operator Agreement <input type="checkbox"/> Fee Form <input type="checkbox"/> Organic System Plan <input type="checkbox"/> Product Summary <i>For each NEW product:</i> <input type="checkbox"/> Formulation, label, ingredient organic certificates, & documentation regarding processing aids or non-organic ingredients	<input type="checkbox"/> Application for Certification <input type="checkbox"/> Organic Operator Agreement <input type="checkbox"/> Fee Form <input type="checkbox"/> Organic System Plan <input type="checkbox"/> Product Summary <input type="checkbox"/> Menus, catalogs, and/or labels making organic claims	<input type="checkbox"/> Application for Certification <input type="checkbox"/> Organic Operator Agreement <input type="checkbox"/> Fee Form <input type="checkbox"/> Organic System Plan <input type="checkbox"/> Product Summary <i>For each NEW product:</i> <input type="checkbox"/> Label, & supplier's organic certificate

<p>Send Application Materials 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 IDENTIFICATION (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			
<input type="checkbox"/> GENERAL PARTNERSHIP. LIST 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. PLEASE COMPLETE THE SECTION BELOW.			
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.
3. Supply WSDA Organic Food Program with all information required to verify compliance with the National Organic Program Rule.
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.
5. Maintain all records applicable to the organic operation for not less than five (5) years beyond their creation.
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.
7. Submit to WSDA Organic Food Program the applicable fees as described on the most current fee schedule.
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.
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.

ORIGINAL SIGNATURE OF AUTHORIZED REPRESENTATIVE:	DATE:
PRINT NAME:	JOB TITLE: