



Protect. Promote. Prosper.

January 11, 2023

Dear ODA Organic Certification Customers:

I hope this message finds you all well.

The deadline to submit organic certification renewals of February 1, 2023 is around the corner. In preparation, we are sending the renewal documents in advance to provide you time to work on them during the upcoming weeks.

Please take note of the guidance outlined below, to help us process applications as efficiently as possible.

- **E-mail or upload application materials:** we ask that all renewal materials be submitted via e-mail (certification@oda.oregon.gov) or uploaded through our webpage, to the greatest extent possible. The web submission portal is being finalized and a follow-up communication will be sent with the link and instructions. With most of our staff continuing to work remotely for the foreseeable future, application materials that are mailed or faxed will take more time to process.
- **Do not email credit card information:** please follow the instructions on the application form for submitting payment to the ODA accounting office.
- **Contact ODA to ensure your application packet is complete, prior to submission:** additional forms may be required, depending on your operation, layout, facilities, and products. Submitting a complete package will help us process your application.

Form updates

- **Input Inventory (OCP.F.09-21).** An alternate version of the Input Inventory form (OCP.F.09-21) has been created, which we encourage you to use. This version combines the input inventory (OCP.F.09) and input review forms (OCP.F.21). The new form will make it easier to track inputs, make updates, and provide you with feedback about inputs. The PDF version will still be available for anyone who prefers that format.
- **Organic System Plan (OSP) Sections.** Individual files have been created for each OSP section. As changes are made to your operation's OSP, only the updated sections will need to be completed and submitted.
- **Fillable Word forms.** Some of our forms are also available as fillable Word documents. These forms contain expandable fields that make it easier to provide more detailed responses. PDF versions of the same forms are still available for anyone who prefers that format.

As a renewing grower, the following forms are required for all, but please note that some operations will need to submit additional forms:

- Application & \$750 renewal fee (OCP.F.04)
- Annual OSP Update (OCP.F.37)
- OSP (OCP.F.05), update the sections with new information, only.
- Input Inventory (OCP.F.09-21 **or** OCP.F.09).
- Labels (if you plan to use new labels that have not been approved by ODA)

Additional forms:

Do you grow or handle industrial hemp?

- No (no additional form needed)
- Yes: Hemp Affirmation (OCP.F.32)

Are you using non-organic seed or planting stock?

- No (no additional form needed)
- Yes: Non-organic planting stock affidavit (OCP.F.13b) and Commercial Availability search records (OCP.F.13a)

Are you modifying or adding greenhouses?

- No (no additional form needed)
- Yes: Greenhouse Addendum (OCP.F.08), for each greenhouse

Are you modifying acreage or adding additional crop sites to your certification?

- No (no additional form needed)
- Yes: Crop Site Registration (OCP.F.10), for each site

Has someone other than yourself owned or managed these sites in the last 3 years?

- No (no additional form needed)
- Yes: Previous Land Use Declaration (OCP.F.11), for each site

Please feel free to reach out to the Organic Certification Program if you have any additional questions.

Sincerely,



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