|  |  |  |  |
| --- | --- | --- | --- |
| **Certified Entity:**  |       | **Date:** |       |

*►* Complete this section for all operations seeking organic certification with Oregon Tilth, Inc. to the Global Organic Textile Standard. The Operation Name above must be a legal entity.

*►* The time frame for completing the certification process (application, review, and inspection) for all new operations applying for any class of organic certification cannot be guaranteed**. You may request to enroll in Oregon Tilth’s Expedited Services Program by checking the box below. Expedited service may not always be available and is subject to approval. Please note that there are additional fees associated with Expedited Services that must be received *prior to this service being granted*.**

|  |  |
| --- | --- |
| When do you anticipate the need for certification?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  **[ ]**  I request Oregon Tilth's Expedited Services and I understand thatif approved, I will be assessed an additional expedited services fee. |

|  |
| --- |
| Unless exempt or excluded, a producer or handler intending to sell, label, or represent fiber or textile products as organic must develop an **Organic System Plan (OSP)** that is agreed to by Oregon Tilth, Inc. An on-site inspection will be conducted to verify that the information provided in the OSP accurately reflects the practices in place. **The OSP should be updated any time throughout the certification cycle to include any deviations from, or changes to, the current OSP, and any additions or deletions intended to be undertaken in the coming year.** |

## A) TYPE OF OPERATION

1. Is the Operation Name listed above a legal registered business?

 **[ ]** Yes  **[ ]** No

1. The Operation Name listed above produces or handles:

 **[ ]**  Both organic and non-organic product(s) **[ ]**  Organic product(s) only

1. Provide a list of the registered DBA(s) (“doing business as”) associated with your operation. The DBA will appear on the Organic certificate. The DBA(s) listed below must be a part of the same the operation listed above under “Operation Name”.

|  |  |
| --- | --- |
| DBAs:  |  |

1. Identify how you sell or market your products and/or services (check all that are applicable):

|  |  |
| --- | --- |
| [ ]  **Internet Sales** | [ ]  **Other:**       |
| [ ]  **Retail** |  |
| [ ]  **Wholesale** |  |
| [ ]  **Fee for service** |  |

1. Oregon Tilth primarily communicates and sends notifications via email to the Primary Contact listed on the next page. If you prefer not to receive correspondence of this type via email, indicate that here and tell us your preferred communication method.
**[ ]  Email is fine, please use email as primary means of communication
[ ]  USPS mail**

## B) CONTACT INFORMATION

**1) Addresses
Operation Mailing Address:** (Please note this will be where all certification communications will be sent.)

|  |  |
| --- | --- |
| Address:  | City:  |
| State:  | Zip:  | Country:  |

**Operation Billing Address:**[ ]  Same as Operation Mailing address above

|  |  |  |
| --- | --- | --- |
| Address:  | Billing Contact Name:  | Billing Email Address:  |
| City:  | State:  | Zip:  | Country:  |

**Operation Primary Location to be inspected:**
[ ]  Same as Operation Mailing address above

|  |  |
| --- | --- |
| Address:  | City:  |
| State:  | Zip:  | Country:  |

**2) Legally Responsible Contact:** (CEO, COO, Executive Director, Managing Director, or Registered Agent)

|  |  |
| --- | --- |
| Name:  | Title:  |
| Phone:  | Email(s):  |

**3)** **Primary Contact:** designate one person in your operation to be Oregon Tilth’s Primary Contact. This person should be knowledgeable about your operation, your OSP, the Standards, and have the authority to act on behalf of the company and will receive all communication.

|  |  |
| --- | --- |
| Name:  | Title:  |
| Phone:  | Email(s):  |

**4)** **Additional Contacts**: list all people at your operation who are authorized to conduct inspections, meet with inspectors, modify the OSP, or otherwise act on behalf of the company. Attach an additional list if necessary.

|  |  |  |
| --- | --- | --- |
| Name/Title:  | Phone:  | Email: **[ ]  CC on email** |
| Name/Title:  | Phone:  | Email: **[ ]  CC on email** |
| Name/Title:  | Phone:  | Email: **[ ]  CC on email** |

**5)** **Please list all locations (company owned, subcontractors, and third-party storage or distributions centers) that manufacture, process, re-pack, re-label or store organic fiber and textiles. OTCO staff will assist in determining whether each facility requires certification.**

|  |  |
| --- | --- |
| **Additional Facility Address(s) Requested for Certification:** | **# Employees working at location** |
| 1) | Site Address: (Street, City, State or Province, zip code) |       |       |
| 2) | Site Address: (Street, City, State or Province, zip code) |       |       |
| 3) | Site Address: (Street, City, State or Province, zip code) |       |       |
| 4) | Site Address: (Street, City, State or Province, zip code) |       |       |
| 5) | Site Address: (Street, City, State or Province, zip code) |       |       |
| 6) | Site Address: (Street, City, State or Province, zip code) |       |       |
| 7) | Site Address: (Street, City, State or Province, zip code) |       |       |

## ► Please ensure a FT2 Facility Information Form and all supporting documentation has been completed and submitted for each of the above facilities.

## C) BACKGROUND INFORMATION

1) Indicate all scopes/standards of certification you are applying for below. All scopes of certification are described in detail in the OTCO Procedures Manual:

[ ]  Organic Fiber & Textile (Class OFT) to Global Organic Textile Standard (GOTS)

[ ]  Handling - USDA National Organic Program (NOP) – Gins Only

3) Have you received and reviewed the NOP standards? [ ]  Yes [ ]  No [ ]  N/A

4) Have you received and reviewed the GOTS Standard and Program Manual? [ ]  Yes [ ]  No

4) Have you received and reviewed the OTCO Procedures Manual and OTCO Fee Schedule? [ ]  Yes [ ]  No

5) Which, if any, other regulatory agencies inspect your operations?

6) Have you ever had a negative scoring report from any other regulatory agency including, but not limited to EPA, OSHA, or State Health Department?

[ ]  No [ ]  Yes; attached is a copy of the report and the written response(s) mitigating any findings.

## D) CERTIFICATION HISTORY

1. Has this operation ever been certified to GOTS or another organic standard?
[ ]  No; Skip to Question 5 [ ]  Yes; Complete the following questions
	1. Are you currently certified by another certification agency to another standard? [ ]  No [ ]  Yes

 Standard:

* 1. If you are currently certified, include a copy of your most recent GOTS Scope Certificate. [ ]  Attached
	2. By which agency(s) were/are you previously certified?
	3. What were the date(s) certification was maintained?
	4. Are there any outstanding non-compliances identified by the agencies above? [ ]  No [ ]  Yes
1. Has this operation ever had its certification suspended? [ ]  No [ ]  Yes, Explain:
2. Has this operation ever been banned from GOTS? [ ]  No [ ]  Yes, Explain:
3. Has this operation ever surrendered certification with outstanding points of non-compliance? [ ]  No [ ]  Yes
4. Has this operation ever been denied certification? [ ]  No [ ]  Yes, Explain:
5. Has this operation ever withdrawn an application for certification with outstanding points of non-compliance?
[ ]  No [ ]  Yes
6. If you responded “Yes” to any one of the questions 2-6 above, attach a copy of all relevant certification letter(s) and a copy of all corrective actions. [ ]  Attached

## E) FEES – See OTCO Fee Schedule for additional information regarding fees

1. **For GOTS Operations:**
	1. Operations that have had previous year’s organic sales (organic sales within the previous 12 months), but new to OTCO certification, will base fees on the previous year’s gross sales of organic products. Please find the corresponding sales tier in the fee schedule to find your certification fee. In addition to the base fee, a $300 new applicant fee will apply.

**►** The gross organic sales for my operation are $

**►** Time period of this reported sales amount: **from       to**

**► This period noted should reflect your operation’s financial year**

[ ]  Check Attached [ ]  Pay by Credit Card (see below)

* 1. Operations with no previous organic certification will follow the ***OTCO Fee Schedule*** to find the base fee and
	include the $300 new applicant fee.

[ ]  Check Attached [ ]  Pay by Credit Card (see below)

***Please visit our website to pay online at*** [***https://tilth.org/certification/fees***](https://tilth.org/certification/fees) ***or contact the Oregon Tilth office at
503-378-0690 for credit card payment over the phone.***

## F) PRODUCTION PARTNERSHIP (if applicable) - this is an OTCO Fee Schedule Arrangement

## ► Note: this section only applies if you qualify for a Production Partnership per the OTCO Fee Schedule and the Primary Production Partner is paying this company’s certification fees.

## A production partnership involves a collaborative effort between two or more OTCO certified independent companies that are marketing their products in common. An operation may have either farm/livestock or handling/processing production partners that are contracted to provide products, predominately to the primary operation, which contribute to, or are, a finished organic product sold by the primary operation. This production partnership arrangement allows the primary operation (Production Partner) to cover the production partner’s certification fees. (See OTCO Fee Schedule for more information on the definition of Production Partnership. Please note that 75% of the sales of certified product must be sold to the primary company responsible for paying your certification fee).

**Production Partner:**

## G) OREGON TILTH PROGRAMS

1. **Membership:** Oregon Tilth, Inc. is a membership-based organization. The Oregon Tilth Certified Organic (OTCO) program provides certification services to both members and non-members of Oregon Tilth. A certified operator may choose to be a member of Oregon Tilth for no additional charge, and membership is not required for certification. The benefits of Oregon Tilth membership include the following:
* A subscription to our ad free magazine, *In Good Tilth* (IGT)
* Discounts to Oregon Tilth events
* **One (1) vote for board director appointments**
* **Support for our Social Investment Project**

 a) Do you wish to become a member of Oregon Tilth, Inc.? [ ]  Yes [ ]  No

1. ***In Good Tilth* Magazine**

a) I would like to receive my free *In Good Tilth* subscription via: [ ]  Email [ ]  Mail
[ ]  I do not wish to receive a free subscription to *In Good Tilth*

1. **Certification Services:** Oregon Tilth Certified Organic (OTCO) is committed to providing quality certification services.
Visit our website at [www.tilth.org](https://tilth.org/) for program updates. Please comment below on the areas where OTCO is succeeding
in providing quality service, as well as points you feel may still need improvement. Comments may also be submitted via email at: organic@tilth.org

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|       |

## H. AFFIRMATIONS AND SIGNATURES

The undersigned agrees to the following:

* I/We affirm that all certification applications are an accurate account and full representation of all materials and methods used in the production or handling of certified organic products included in this or supplemental applications.
* I/We shall maintain copies of all applications as legal records.
* I/We understand and accept that any willful misrepresentation on any of the forms submitted to Oregon Tilth will require revocation of the relevant GOTS scope certification initiated by this application. Under these circumstances, I/we agree to return the original certificate to Oregon Tilth on request and discontinue use of the GOTS Sign and all reference to the certification in all advertising material until the operator is otherwise certified by another approved certification body.
* I/We further understand and accept that any willful misrepresentation may give cause to Oregon Tilth to seek damages for any loss they may sustain as a result of any willful misrepresentations made.
* I/We agree to maintain records as required by Oregon Tilth.
* I/We affirm that the operation is not currently certified to GOTS by any other certification body and will not hold certification with another certification body at the same time as Oregon Tilth.
* I/We have read the OTCO Program Manuals and agree to report any significant changes pertaining to the information herein and to continue to manage any product that is designated GOTS certified in accordance with the current version of the Standard, Manual for Implementation, Licensing and Labeling Guide and any other provisions of the GOTS certification program as provided by the Global Standard gGmbH.
* I/We consent to Oregon Tilth’s decision to subcontract work related to certification (e.g., testing or inspection) to an external body or person and hereby understand Oregon Tilth shall take full responsibility for such subcontracted work, including confidentiality, and maintain its responsibility for granting, maintaining, suspending, or revoking certification.
* I/We agree that all forms submitted in the future in connection with certification by Oregon Tilth shall be submitted subject to these same affirmations, and I/we hereby so affirm.
* I/We affirm that the operator will be granted permission to use the GOTS Sign and reference to the Standard in advertising of certified GOTS Goods upon receipt of a scope certificate and in accordance with requirements specified in the Licensing and Labeling Guide.
* I/We affirm that Oregon Tilth can share information regarding the operator’s GOTS certification with the Global Standard GmbH and other GOTS approved certification bodies to verify relevant information, specifically, the certification status of the operator, it’s process and products, the certification of suppliers and any complaints received related to compliance with certification requirements.
* I affirm I am 18 years of age or older.
* I/We affirm that the undersigned is a duly appointed agent of the applicant and as such is empowered to make appropriate decisions relevant to this application and to act as the contact person for the organization, unless otherwise specified.

The signee(s) agree that Oregon Tilth will have access to all facilities and records that provide information about the operation and constitute compliance with applicable organic standards. This application must be signed in order for OTCO to proceed with the certification process. Electronic signatures may be used in place of original signatures.

By signing this form, you are further stating that you are duly authorized to bind the named Operation to the *Terms and Conditions – Oregon Tilth Certification Services and Trademark Use*, and that you have read, fully understand, and agree to be bound by this Agreement. These Terms and Conditions are incorporated herein by reference and shall comprise a single fully integrated and binding agreement between Operator and OTCO. If not attached, a copy of the Terms & Conditions is also available at [www.tilth.org](http://www.tilth.org) and Operator shall not execute this Agreement without reviewing and consenting to the Terms & Conditions.

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| **Is your ORGANIC SYSTEM PLAN complete?** An additional fee of $25 will be charged for returned applications.**Please remember to submit the following to Oregon Tilth:****[ ]  Completed Organic System Plan (OSP) documents per your type of operation as noted on FT1****[ ]  All requested attachments/supporting documents as listed within OSP documents (facility maps, floor plans, production flow charts, etc.)** **[ ]  FT0 – Completed and Signed** **[ ]  Completed Terms & Conditions****[ ]  Other attachments as applicable (see below)** |
| **[ ]  Organic Supplier Certificates** | **[ ]  Product Formulation Sheets** | **[ ]  Non-organic Input Documentation** | **[ ]  Product Labels** |
| **[ ]  Audit Trail Flow Chart** | **[ ]  GOTS Worksheets, as applicable** |  |  |

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| **Important Information Regarding Electronic Signatures:** Oregon Tilth recognizes and permits the use of electronic signatures in the conduct of its business. By checking the box below, you willingly consent to the use of electronic signatures in the conduct of your business with Oregon Tilth.[ ]  **AGREE** |

|  |  |
| --- | --- |
| **Name/Title:**       | **Date:**       |

|  |  |
| --- | --- |
|  |  |
| **Signature:** |  |
|  |  |