**Oregon Tilth Organic System Plan Update Application & Agreement**

Thank you for choosing Oregon Tilth Certified Organic (OTCO) as your certifier. We are excited to continue working with you. To continue your certification with OTCO, please submit this completed form **AND** your certification fees as per the OTCO Fee Schedule before your established renewal deadline date. OTCO certification services are conditioned on your agreement to and compliance with this Agreement, including the *Terms & Conditions - Oregon Tilth Certification Services and Trademark Use*.

This form is available online if you prefer to complete and submit electronically: <https://tilth.org/renew>

The OTCO Fee Schedule, to determine your payment, is available at <https://tilth.org/feeschedule> or in Spanish at <https://esp.tilth.org/certificacion/tarifas-de-certificacion/>.

**Step 1: General Information:**

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| Registered Business Name:       | Client ID:      (listed on all correspondence and your certificate) |
| DBA (if any):       |  |
| Primary Contact Name:       |
| Email:  | Phone:  |

**(if additional contact changes are needed, or if the primary contact above was not previously listed, please complete and attach a Contact Change form available from** [**www.tilth.org**](http://www.tilth.org)**.)**

**Step 2: Request Renewal (Select one of the following below)**

**[ ]** I wish to continue certification with OTCO. My sales information is included, and I have paid my certification fees or have contacted OTCO to arrange for a payment plan.

**[ ]** I no longer require certification from OTCO. I am notifying OTCO of my intent to withdraw completely from the entire certification program and surrender my OTCO certification.

**Step 3: Renewal Type:**

I would like to renew/apply for the following services (Note: each box checked below may incur an additional fee):

 **[ ]**  USDA National Organic Program (NOP) **[ ]**  US-Canada Equivalency **[ ]**  OTCO Transitional

 **[ ]**  \*Mexico Organic Program (LPO)  **[ ]**  OPT Grass Fed Standards **[ ]**  Bee Better

 **[ ]**  \*EU Certification **[ ]**  NSF/ANSI 305 Personal Care **[ ]**  Salmon Safe

 **[ ]**  Global Organic Textile Standards (GOTS)

***\**Applicants requesting or renewing the EU or Mexico Organic Program (LPO) services, and all operations located in Mexico, must fill out the International Programs Addendum.**

I would like to renew the following scopes of certification under the OTCO program

 **[ ]**  Crop **[ ]** Livestock **[ ]** Wild-crop

 **[ ]**  Handling **[ ]**  Restaurant **[ ]** Retail (i.e. grocery store)

**Production Partners (as defined by the OTCO Fee Schedule):**

**[ ]**  Yes, my certification is a production partnership, as per the OTCO fee schedule with the following OTCO certified company. Please bill the primary company below for the certification and inspection fees. (Please note that 75% of the sales of certified product must be sold to the primary company responsible for paying your fees)

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**Step 4: Organic System Plan (OSP) updates and changes:**

Please select one of the options below. If you have updates to your OSP that have not already been submitted to OTCO, please indicate those changes below. It is very important to maintain an up-to-date OSP with Oregon Tilth and notify us of any changes to your plans as they happen.

**[ ]  I have reviewed the** Organic System Plan (OSP) for my operation and confirm it is accurate and current, and to the best of my ability to anticipate changes for the coming year, my OSP does not need to be updated at this time. OR: I have already provided OTCO with information regarding changes.

**[ ]** The OSP for my operation needs to be updated. Please list updated OSP sections and attach (i.e., pest control, sanitation, labels, farm practices, field and crop information, new land, etc.).

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Please do not wait to submit changes to your OSP at the inspection. Blank copies of forms are available at [www.tilth.org/certification](http://www.tilth.org/certification), in Spanish at <https://esp.tilth.org/certificacion/formatos/> or by contacting us at (503) 378-0690. To get access and review your current OSP, login to your online MyOTCO account <https://myotco.org/Login.aspx>.

**Step 5: Sign Continuation of Certification Agreement**: By signing this form, you are stating that:

1. You have read the above information and attest that it is true to the best of your knowledge.
2. You are duly authorized to bind the Operator to this Agreement.

(3) You affirm that you have read, fully understand and agree to be bound by the standards, procedures, fees, policies, assessments, obligations, and requirements as presented in the current Oregon Tilth Manuals available at [www.tilth.org](http://www.tilth.org).

(4) You will continue to operate in accordance with applicable standards and Oregon Tilth policies.

(5) You affirm that you have read, fully understand and agree to be bound by this Agreement, which includes the *Terms & Conditions - Oregon Tilth Certification Services and Trademark Use*, which 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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| **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** |

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| **Signature:**  |       | **Date:**  |  |
| **Title:**  |       |  |  |

**Step 6: Submit Completed Application and Payment to Oregon Tilth**

In order to determine your certification fee please provide OTCO with the total gross amount of organic sales over the previous year (USD).

**[ ]**  The gross organic sales for my operation are $       USD

Time period of this reported sales amount: from         to

**[ ]**  I have included payment according to the OTCO fee schedule. Please note that if you are not able to send in the full fee with this form you can contact us to arrange a payment plan.

**[ ]**  Check if billing contact is the same as the primary contact identified above, if invoices should be sent to a particular contact please identify below:

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| Billing Contact Name:  |
| Email:  | Phone:  |

**Submit application and payment to: Oregon Tilth, PO Box 368, Corvallis, OR 97339 email:** **organic@tilth.org**

Oregon Tilth Certified Organic is committed to providing quality certification service. Visit our website at [www.tilth.org](http://www.tilth.org) for program updates.

**Comments:**

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