Oregon Tilth Organic System Plan Update Application

Organization Name:_____ Code/Client ID:_____
Primary Contact Name: _____

Thank you for choosing OTCO as your certifier. We are excited to continue working with you. To continue in the Oregon Tilth Certified Organic (OTCO) program please complete this form **AND** pay the certification fees as per the OTCO fee schedule.

You can download this form and submit by email to renew if you prefer. This form and the OTCO Fee Schedule to determine your payment are available at www.tilth.org/certification

Step 1: Request Renewal (CHECK ONE):

☐ I wish to continue certification with OTCO. I am including my certification fee along with a $200 deposit for inspection or have contacted OTCO to arrange for a payment plan.

OR

☐ 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 2: Confirm General Information (COMPLETE ENTIRELY):

☐ I confirm that the Organization Name and Primary contact above are accurate. ***(if changes are needed please attach a contact name change form available from www.tilth.org)***

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

☐ Crop (Class O) ☐ Livestock (Class OLP) ☐ Wild Harvest (Class OW)
☐ Handling (Class OH, OP, OM, OFT, OPC) ☐ Restaurant or Retail (Class OR)

☐ I would like to renew/apply for the following services:

☐ USDA National Organic Program (NOP) ☐ Salmon Safe
☐ Canada Organic Regime (COR) **in Canada Only** ☐ ACB EU Certification (full review)
☐ US-Canada Equivalency ☐ Transitional
☐ Global Organic Textile Standards (GOTS) ☐ USDA-MAFF (Japan Export)
☐ NSF/ANSI 305

☐ Yes, my certification is a production partnership, as per the OTCO fee schedule with the following OTCO certified company. Please bill them for the certification and inspection fees.

_____

☐ Yes, I would like to become a member of Oregon Tilth, Inc and receive member benefits and voting rights. (by not checking the box Oregon Tilth will assume you DO NOT want to be a member)

☐ Please send *In Good Tilth* electronically ☐ Please send In Good Tilth by Mail

Step 3: Update on Previous Noncompliance(s) & Reminders (CHECK ONE):

☐ I did not have any noncompliance(s) or reminders after my last inspection.

OR

☐ I confirm that the corrective actions as previously outlined in my response are still in effect and that I am aware of the reminders issued. (use the space below to provide comment or update on any noncompliance or reminder items).

_____

(continued on reverse side)

Step 4: Organic System Plan Update (CHECK ONE):

☐ The Organic System Plan (OSP) for my operation is accurate at this time 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. I have already provided OTCO with information regarding changes.

OR

☐ 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):

_____

_____

Please do not wait to submit changes to your OSP at the inspection. Blank copies of forms are available at www.tilth.org/certification or by contacting us at 503.378.0690

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 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

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

Signature: _____ **Date:** _____

Step 6: Submit Completed Update 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. If you are renewing as a Handling (class OP, OH, OM, OPC, OFT) or are a farm and processor with gross sales above $500,000 you must submit the Oregon Tilth Fee Worksheet (enclosed)

☐ The gross organic sales for my operation are $_____

☐ I have included payment according to the OTCO fee schedule plus a $200 deposit on inspection. 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.

☐ I am a handler **or** farm/processor with gross sales above $500,000 and the fee worksheet is attached

Submit application and payment to: Oregon Tilth, 260 SW Madison Avenue, Ste 106, Corvallis, OR 97333
email: organic@tilth.org Fax: 541.753.4924 Phone: 503.378.0690

Oregon Tilth Certified Organic is committed to providing quality certification service. Visit our website at www.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 to organic@tilth.org.

Comments: _____