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Please review these instructions carefully to ensure that each shipment is properly approved.

Please submit all GB COI requests and concerns to export@tilth.org or call 503.378.0690.

Overview

A hard copy of a Certificate of Inspection (COI) is required to accompany each shipment of organic product to Great Britain under the US/EU Equivalency Arrangement. Additionally, a COI is required for shipments to Great Britain that contain products certified to the IACB EU Standard. This certificate is issued by the certifying agency of the final manufacturer or exporter within the country of export.

In early 2020, new legislation went into effect within the EU, that required COIs to be authorized before a consignment leaves the country of origin. Notice of this change was initially sent out in January of 2020. As this timeline was a European requirement, rather than a USDA or NOP requirement, OTCO has continued to authorize requests submitted after the relevant consignment had left the country of origin. We have recently received new guidance from the EU, surrounding Article 13(4) of Regulation (EC) No 1235/2008, **and as of November 16th, 2021, we are unable to authorize any COI requests submitted after a consignment has left the country of origin.** It is the responsibility of the entity requesting a GB COI to submit the request with sufficient time to allow for processing.

Products included on GB COI certificates must not only be certified organic by OTCO but must also have been reviewed and approved for EU export by our certification team. Please contact your organization's assigned certification team prior to requesting a transaction certificate, to ensure that all products have the necessary export approval. Any transaction certificate requests containing products that have not been approved for export to the destination country (or area) will be returned without processing.

If the shipment contains both Organic and Non-Organic products complete this form for **ONLY** the Organic products. All the information on this form must match on the shipment and/or accompanying shipping documents.

Timeline and Fees

Transaction certificate requests are processed following three different timelines.

- Standard requests are processed in the order they are received, generally within 5 business days of receipt of a completed request and are \$60.00 USD per certificate. *
- Expedited requests are processed by the end of the following business day after receipt of completed request and are \$125.00 USD per certificate.
- Same day expedited requests are processed by the end of the same business day that a completed request is received and are \$200.00 USD per certificate. Requests must be submitted to export@tilth.org by 12:00pm PST to qualify for same day expedited processing.

All requests (including revisions and requests for original hard copies) will be processed as standard unless expedited or same day expedited processing is explicitly mentioned within the initial request email.

Revision requests, for corrections to already authorized certificates, are \$25.00 USD per certificate and follow the same timelines. Expedited revisions are \$150.00 USD per certificate and same day expedited revisions are \$225.00 certificate.



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Processing timelines begin when a completed request is received and will be extended if request templates are not accurate or complete. Please review all information carefully prior to submitting the template back to OTCO for processing, as this will be the final document.

If the original hard copy is needed, please be sure to provide a shipping address, including a contact name and phone number, as well as an account number (FedEx, UPS, DHL) to be billed. If sending via UPS, the associated billing zip code is also required.

***As of December 1st, 2021, there is a new transaction certificate fee associated with complex certificates. Complex transaction certificates, meaning those requiring supporting documents, will result in a \$75.00 USD fee, due to the additional administrative time and record keeping required during processing. Please note that expedited, same day expedited, and revision fees for complex transaction certificates remain the same (\$125.00 USD, \$200.00 USD, and \$25.00 USD, respectively).**

Completing the Great Britain Certificate of Inspection (GB COI)

THIS FORM WILL SERVE AS YOUR FINAL DOCUMENT. For that reason, it is preferable to key in the information; however, if you choose to complete the form by hand, print clearly in block letters so that the information can be easily read.

- Corrections will be treated and billed as separate requests so please be accurate and check work prior to submission.
- To ensure that all GB COIs are being submitted and authorized before the consignment leaves the country of origin, a booking confirmation or sea/air waybill draft is required as a supporting document for every GB COI request.
- If there isn't enough space for all the included products on a single template, continue the request on a new form, completing only the product information on the additional form(s). Within the initial request email, please let us know that all included templates are for a single request, and they will then be combined during processing.

Below is a description of how to complete a GB COI request template, by box number. Please follow these instructions carefully to ensure there are no delays with the finalization of the document.

1. **(OTCO USE ONLY) Issuing Control Body:** This box must contain the name, address, and organic certifier code of the Agent that issued this certificate. This box is prefilled.
2. **(OTCO USE ONLY) Council Regulation:** This box must contain the applicable council regulation to which the included products are compliant.
3. **(OTCO USE ONLY) Serial Number of the Certificate of Inspection:** This box must contain the unique identification number assigned to the certificate once authorized.
4. **Exporter:** This box must contain the name and address, including zip code, of the individual or business that is exporting the product. For exporters with multiple locations, the address must be the common or corporate address.
5. **Producer or processor of the product:** This box must contain the name and address, including zip code, of the individual or business that produces the final exported product.



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6. **Control Body or control authority:** This box must contain the name, address, and organic certifier code of the Agent that issued this certificate. This box is prefilled.
7. **Country of origin:** This box must contain the country where the product was produced/grown or processed.
8. **Country of export:** This box must contain the name of the country where the product is being shipped from.
9. **Country of clearance/Point of entry:**
 - Country of clearance: This auto fills to Great Britain.
 - Point of entry: This section must contain the official Great Britain port, air or sea, where the product is released for free circulation (clears customs).
10. **Country of destination:** This box must contain the country of destination. This section is prefilled.
11. **Importer (name, address, and EORI number):** This box must contain the name and address, including zip code, of the importer- the individual or business Great Britain to which the product will be transferred, assigned, or delivered. The EORI number is the Economic Operators Registration Identification number.
12. **First Consignee in Great Britain (name and address):** This box must contain the natural or legal person where the consignment is delivered within Great Britain and where it will be handled for further preparation and or marketing.
13. **Description of Products:** This box is critical, as it clearly links the transaction certificate to the included shipment. Please work with buyers to ensure all included details are correct *prior* to submission.
 - Combined Nomenclature (CN) Code: CN Codes [can be found here](#): 8-digit level, where possible. OTCO will not verify the accuracy of included CN codes; please be sure CN codes are correct before submission.
 - Trade Name: This box must contain the name of the included product, exactly as it appears on the current organic certificate. The naming convention that OTCO uses is Brand Name > 'Organic' > Product Name > Trade Name. If the trade name and the product name are repetitive, please include only the trade name. Package/product size may be listed in the product description *only if* the package/product size appears on a previously approved label.
 - Number of Packages: This section must contain the number and type of units being included. For example: 10 cases, 20 bottles, 3 cans, etc.
 - Lot number: This section must contain the unique lot number assigned to the product. Each lot number, even when concerning a single product, must be listed on a separate line.
 - Net weight: This section must contain the total *net* weight of the lot, in grams or kilograms.
14. **Container Number:** This box is optional; please include if available, as it strengthens the integrity of the document. If travelling via air, please include N/A.
15. **Seal Number:** This box is optional; please include if available, as it strengthens the integrity of the document. If travelling via air, please include N/A.
16. **Total Gross Weight:** This box must contain the total gross weight, in grams or kilograms, of the shipment and must not be larger than the weight shown on the booking confirmation or draft sea/air waybill.
17. **Means of Transport:** This box must contain means of transport arriving at the point of entry, as detailed below.
 - Mode: airplane OR vessel
 - Identification: flight number OR vessel name and number
 - International Transport Document: international bill of lading number OR sea/air waybill number
18. **(OTCO USE ONLY) Declaration of the Control Body of Control Authority issuing the certificate referred to in Box 1 (above):** This box will be completed by OTCO once the certificate is authorized.



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- 19. Customs warehousing or Inward Processing:** This box will be completed when the shipment arrives in Great Britain.
- 20. Verification of the consignment and endorsement by Great Britain’s competent Authority:** This box will be completed when the shipment arrives in Great Britain.
- 21. Declaration of the first consignee:** This box will be completed when the shipment arrives in Great Britain.

Completed requests must be submitted to export@tilth.org, maintaining the editable .docx format. Any expedited, or same-day-expedited requests (or revisions) must be explicitly stated within the original email request.

If the original hard copy is needed, please be sure to provide a shipping address, including a contact name and phone number, as well as an account number (FedEx, UPS, DHL) to be billed. If sending via UPS, the associated billing zip code is also required.