

Guidance for Application - Documentation

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I. Introduction

This following guideline intend to assist applicants to submit the correct documents for their application based on their situation.

Applicants are falling into two main categories :

- **Initial Application** : when it is the first time they are applying for certification or in case of reinstatement.
- **Renewal**: when the applicant already entered into the certification process with ECOCERT ICO.

For each of the above category, a set of documents will need to be submitted according to the scope(s) of the applicant.

- **Crops**
- **Livestock**
 - Poultry**
 - Ruminants**
 - Other Animals**
- **Processor**

You will find below the list of documents to be submitted according to your situation.

Make sure that all documents are fully completed before submitting the entire renewal to the office.

Don't hesitate to contact us if you need documents or assistance Call: 1-888-337-8246.
Submit your application at info.ecocertico@ecocert.com / Fax: 317-708-0628.

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II. New Applicant Documentation

A. Crop Producer

Crop producer		OSP Modules	Comment
<input type="checkbox"/>	General Information	A1	Required
<input type="checkbox"/>	Inputs	A7	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Material Use Request Form 	F09	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Copies of labels for all materials 		Required
<input type="checkbox"/>	Farm Plan Information	C2	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Field History sheets 	F07	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Prior Land Use Affidavit 	F18	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Map(s) of Land 		Required
<input type="checkbox"/>	Seed and Planting stocks	C3	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Organic certificates for seedling suppliers 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Commercial Availability – when using non-organic planting stock 	F05	If applicable
<input type="checkbox"/>	On farm Seedling Greenhouse and Aquaponics	C4	Required if applicable
<input type="checkbox"/>	Soil and Crop Fertility Management	C5	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Fertility Management test results 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Arsenic Free / No Additive Manure Attestation 	F16	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Residue Analysis/Additive Specifications for all off-farm manure 		Required
<input type="checkbox"/>	Crop Management	C6	Required
<input type="checkbox"/>	Maintenance of Organic Integrity	C8	Required
<input type="checkbox"/>	Post Harvest Activity	C9	If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> Organic certificate(s) for off-farm processor(s) 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> Copies of final product labels from off-farm processor(s) 		If applicable
<input type="checkbox"/>	Recordkeeping	C10	Required

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B. Livestock and crops producers

Livestock/Crops Documents		OSP Modules	Comment
<input type="checkbox"/>	General Information	A1	Required
<input type="checkbox"/>	Inputs	A7	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Material Use Request Form 	F09	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Copies of labels for all materials 		Required
Crops Documents		OSP Modules	Comment
<input type="checkbox"/>	Farm Plan Information	C2	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Field History sheets 	F07	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Prior Land Use Affidavit 	F18	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Map(s) of Land 		Required
<input type="checkbox"/>	Seed and Planting stocks	C3	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Organic certificates for seedling suppliers 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Commercial Availability – when using non-organic planting stock 	F05	If applicable
<input type="checkbox"/>	On farm Seedling Greenhouse and Aquaponics	C4	Required if applicable
<input type="checkbox"/>	Soil and Crop Fertility Management	C5	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Fertility Management test results 		If available
<input type="checkbox"/>	<ul style="list-style-type: none"> Arsenic Free / No Additive Manure Attestation 	F16	If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> Residue Analysis/Additive Specifications for all off-farm manure 		If applicable
<input type="checkbox"/>	Crop Management	C6	Required
<input type="checkbox"/>	Maintenance of Organic Integrity	C8	Required
<input type="checkbox"/>	Post Harvest Activity	C9	If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> Organic certificate(s) for off-farm processor(s) 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> Copies of final product labels from off-farm processor(s) 		If applicable
<input type="checkbox"/>	Recordkeeping	C10	Required

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Livestock Documents for all operations		OSP Modules	Comment
<input type="checkbox"/>	Living conditions	L5	If changes
<input type="checkbox"/>	Health Management	L6	If changes
<input type="checkbox"/>	On farm handling of Livestock Production	L9	If changes
<input type="checkbox"/>	<ul style="list-style-type: none"> Organic certificate(s) for off-farm processor(s) 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> Copies of final product labels from off-farm processor(s) 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> Map of off-farm processing facility 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> Product flowchart 		If applicable
<input type="checkbox"/>	Record Keeping	L10	If changes
For ruminant producers operations			
<input type="checkbox"/>	Livestock Operation profile – Ruminant	L2 R	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Additional sheets used for production information 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> Animal Identification Form 	F06	Required
<input type="checkbox"/>	Origin of Animals – Ruminant	L3R	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Organic Dairy Conversion Questionnaire 	F20	If applicable
<input type="checkbox"/>	Livestock Feed and feed supplements – Ruminant	L4R	Only if major changes
<input type="checkbox"/>	<ul style="list-style-type: none"> Organic certificates for feed suppliers 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Feeding Groups and Pasture Worksheet 	F10	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Map of pastures/paddocks with ID numbers 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Field History Sheet 	F07	Required
<input type="checkbox"/>	Livestock Pasture	L8R	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Map of pastures/paddocks with ID numbers 		If applicable

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For Poultry producers			
<input type="checkbox"/>	Livestock Operation profile – Poultry	L2 P	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Additional sheets used for production information 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Animal Identification Form 	F06	Required
<input type="checkbox"/>	Origin of Animals – Poultry	L3P	Required
<input type="checkbox"/>	Livestock Feed and feed supplements – Poultry	L4P	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Organic certificates for feed suppliers 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Feeding Groups and Pasture Worksheet 	F10	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Map of pastures/paddocks with ID numbers 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Field History Sheet 	F07	Required

For other livestock producers			
<input type="checkbox"/>	Livestock Operation profile – Other	L2 O	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Additional sheets used for production information 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Animal Identification Form 	F06	Required
<input type="checkbox"/>	Origin of Animals – Other	L3O	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Organic Dairy Conversion Questionnaire 	F20	Required
<input type="checkbox"/>	Livestock Feed and feed supplements - Other	L4O	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Organic certificates for feed suppliers 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Feeding Groups and Pasture Worksheet 	F10	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Map of pastures/paddocks with ID numbers 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Field History Sheet 	F07	Required

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C. Processor

Processor/handler		OSP Modules	Comment
<input type="checkbox"/>	General Information	A1	Required
<input type="checkbox"/>	Inputs	A7	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Material Use Request Form 	F09	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Copies of labels for all materials 		Required
<input type="checkbox"/>	Activity and Products Profile	P2	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Map of Processing Facility 		Required
<input type="checkbox"/>	Composition	P3	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Product Ingredient Forms 	F04	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Master Ingredient List 	F51	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Non Organic Processing Material Declaration 	F12	Required if applicable
<input type="checkbox"/>	Pest Management	P4	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Map of Processing Facility 		Required
<input type="checkbox"/>	Maintenance of Organic Integrity	P5	Required
<input type="checkbox"/>	Packaging and Labeling	P6	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Copies of all organic labels planned to be used 		Required
<input type="checkbox"/>	Recordkeeping	P8	Required

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III. Renewal Applicants

A. Crop producer

Crop producer		OSP Modules	Comment
<input type="checkbox"/>	General Information	A1	Required
<input type="checkbox"/>	Inputs	A7	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Material Use Request Form 	F09	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Copies of labels for all materials 		Required
<input type="checkbox"/>	Farm Plan Information	C2	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Field History sheets 	F07	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Prior Land Use Affidavit 	F18	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Map(s) of Land 		Required
<input type="checkbox"/>	Seed and Planting stocks	C3	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Organic certificates for seedling suppliers 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Commercial Availability – when using non-organic planting stock 	F05	If applicable
<input type="checkbox"/>	On farm Seedling Greenhouse and Aquaponics	C4	Required if applicable
<input type="checkbox"/>	Soil and Crop Fertility Management	C5	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Fertility Management test results 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Arsenic Free / No Additive Manure Attestation 	F16	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Residue Analysis/Additive Specifications for all off-farm manure 		Required
<input type="checkbox"/>	Crop Management	C6	Required
<input type="checkbox"/>	Maintenance of Organic Integrity	C8	Required
<input type="checkbox"/>	Post Harvest Activity	C9	If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> Organic certificate(s) for off-farm processor(s) 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> Copies of final product labels from off-farm processor(s) 		If applicable
<input type="checkbox"/>	Recordkeeping	C10	Required

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B. Livestock and crops producers

Livestock/Crops Documents		OSP Modules	Comment
<input type="checkbox"/>	General Information	A1R	Required
<input type="checkbox"/>	Inputs	A7	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Material Use Request Form 	F09	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Copies of labels for all materials 		Required
Crops Documents		OSP Modules	Comment
<input type="checkbox"/>	Farm Plan Information	C2	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Field History sheets 	F07	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Prior Land Use Affidavit 	F18	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Map(s) of Land 		Required
<input type="checkbox"/>	Seed and Planting stocks	C3	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Organic certificates for seed suppliers 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Commercial Availability – when using non-organic planting stock 	F05	Required
<input type="checkbox"/>	On farm Seedling Greenhouse and Aquaponics	C4	Required if applicable
<input type="checkbox"/>	Soil and Crop Fertility Management	C5	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Fertility Management test results 		Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Arsenic Free / No Additive Manure Attestation 	F16	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Residue Analysis/Additive Specifications for all off-farm manure 		Required
<input type="checkbox"/>	Crop Management	C6	Required
<input type="checkbox"/>	Maintenance of Organic Integrity	C8	Required
<input type="checkbox"/>	Post-Harvest Activity	C9	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> Organic certificate(s) for off-farm processor(s) 		Required, If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> Copies of final product labels from off-farm processor(s) 		Required If applicable
<input type="checkbox"/>	Recordkeeping	C10	Required

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Livestock Documents for all operations		OSP Modules	Comment
<input type="checkbox"/>	Living conditions	L5	If changes
<input type="checkbox"/>	Health Management	L6	If changes
<input type="checkbox"/>	On farm handling of Livestock Production	L9	If changes
<input type="checkbox"/>	<ul style="list-style-type: none"> • Organic certificate(s) for off-farm processor(s) 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> • Copies of final product labels from off-farm processor(s) 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> • Map of off-farm processing facility 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> • Product flowchart 		If applicable
<input type="checkbox"/>	Record Keeping	L10	If changes
For ruminant producers operations			
<input type="checkbox"/>	Livestock Operation profile – Ruminant	L2 R	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Additional sheets used for production information 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> • Animal Identification Form 	F06	If applicable
<input type="checkbox"/>	Origin of Animals – Ruminant	L3R	Only if major changes
<input type="checkbox"/>	Origin of Animals – Ruminant	L3RR	Required unless using L3R
<input type="checkbox"/>	<ul style="list-style-type: none"> • Organic Dairy Conversion Questionnaire 	F20	If applicable
<input type="checkbox"/>	Livestock Feed and feed supplements – Ruminant	L4R	Only if major changes
<input type="checkbox"/>	Livestock Feed and feed supplements – Ruminant	L4RR	Required unless using L4R
<input type="checkbox"/>	<ul style="list-style-type: none"> • Organic certificates for feed suppliers 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> • Feeding Groups and Pasture Worksheet 	F10	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Map of pastures/paddocks with ID numbers 		Required
<input type="checkbox"/>	Livestock Pasture	L8R	Required

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For Poultry producers			
<input type="checkbox"/>	Livestock Operation profile – Poultry	L2 P	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Additional sheets used for production information 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> • Animal Identification Form 	F06	If applicable
<input type="checkbox"/>	Origin of Animals – Poultry	L3P	Only if major changes
<input type="checkbox"/>	Origin of Animals – Poultry	L3RP	Required unless using L3P
<input type="checkbox"/>	Livestock Feed and feed supplements – Poultry	L4P	Only if major changes
<input type="checkbox"/>	Livestock Feed and feed supplements – Poultry	L4RP	Required unless using L4P
<input type="checkbox"/>	<ul style="list-style-type: none"> • Organic certificates for feed suppliers 		If applicable

For other livestock producers			
<input type="checkbox"/>	Livestock Operation profile - Other	L2 O	Required
<input type="checkbox"/>	<ul style="list-style-type: none"> • Additional sheets used for production information 		If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> • Animal Identification Form 	F06	If applicable
<input type="checkbox"/>	Origin of Animals – Other	L3O	Only if major changes
<input type="checkbox"/>	Origin of Animals – Other	L3RO	Required unless using L3O
<input type="checkbox"/>	<ul style="list-style-type: none"> • Organic Dairy Conversion Questionnaire 	F20	If applicable
<input type="checkbox"/>	Livestock Feed and feed supplements - Other	L4O	Only if major changes
<input type="checkbox"/>	Livestock Feed and feed supplements - Other	L4RO	Required unless using L4O
<input type="checkbox"/>	<ul style="list-style-type: none"> • Organic certificates for feed suppliers 		If applicable

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C. Processor

Processor/handler		OSP Modules	Comment
<input type="checkbox"/>	General Information	A1R	Required
<input type="checkbox"/>	Inputs	A7	Only if adding new inputs
<input type="checkbox"/>	<ul style="list-style-type: none"> • Material Use Request Form 	F09	If applicable
<input type="checkbox"/>	<ul style="list-style-type: none"> • Copies of labels for all materials 		If applicable
<input type="checkbox"/>	Activity and Products Profile	P2	If changes
<input type="checkbox"/>	<ul style="list-style-type: none"> • Map of Processing Facility 		If changes
<input type="checkbox"/>	Composition	P3	If changes
<input type="checkbox"/>	<ul style="list-style-type: none"> • Product Ingredient Forms 	F04	If changes
<input type="checkbox"/>	<ul style="list-style-type: none"> • Master Ingredient List 	F51	If changes
<input type="checkbox"/>	<ul style="list-style-type: none"> • Non Organic Processing Material Declaration 	F12	If changes
<input type="checkbox"/>	Pest Management	P4	If changes
<input type="checkbox"/>	<ul style="list-style-type: none"> • Map of Processing Facility 		If changes
<input type="checkbox"/>	Maintenance of Organic Integrity	P5	If changes
<input type="checkbox"/>	Packaging and Labeling	P6	If changes
<input type="checkbox"/>	<ul style="list-style-type: none"> • Copies of all organic labels planned to be used 		If changes
<input type="checkbox"/>	Recordkeeping	P8	If changes

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