



# STELLAR CERTIFICATION SERVICES, INC.

For Certification of Organic Agriculture

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## ORGANIC SYSTEM PLAN/HANDLING PLAN UPDATE APPLICATION 2016

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

### STEP I: REQUEST RENEWAL OF CERTIFICATION (CHECK ONE)

I wish to continue certification with Stellar Certification Services, Inc. I am submitting the following required renewal items:

Fee Worksheet       Payment of Fees

For California only: Submit a copy of organic registration with CDFA (crops) and/or CA Dept. of Health (processors)

CDFA Organic Registration       CA Dept. of Health Organic Registration

**OR**

I do not wish to continue NOP organic certification with Stellar Certification Services. I am notifying Stellar of my intent to withdraw from the certification program and surrender all certifications with Stellar. I understand that the organization or I may no longer represent, label, or sell product as organic. I understand that in order to successfully withdraw and not receive a Notice of Noncompliance, licensing fees for the past calendar year's sales are due per the SCS Fee Schedule and Terms of Agreement. I have enclosed the following:

Fee Worksheet with information on past calendar year's sales

A check for licensing fees

## **STEP 2: GENERAL INFORMATION**

Name of owner or parent company: \_\_\_\_\_

Type of legal entity (Sole proprietor, LLC, corporation, etc.): \_\_\_\_\_

Name of person responsible for organic certification (be certain to include contact info below):  
\_\_\_\_\_

List of people who are authorized to conduct certification business on behalf of the organization and with whom confidential information can be shared:

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Work Phone #</b>	<b>Cell Phone #</b>

Current physical address of all land parcels and facilities (attach an additional sheet if necessary):

<b>Parcel/Facility</b>	<b>Street Address</b>	<b>City, State, Zip</b>	<b>County</b>

## **STEP 2: GENERAL INFORMATION CONTINUED**

Mailing address for all correspondence to person responsible for certification (Street, City, State, Zip):

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

I am applying for the following scopes of organic certification:

Crops

Handling

Wild Harvest

Livestock

Trader

I wish to add new land to my certification, and am including a 36-month land history and map for land to be added. I understand that no crop can be sold, labeled, or represented as organic, or fed to organic livestock, from new land until an inspection has been conducted and Stellar has added this land to my certification.

**New Parcel:** \_\_\_\_\_

I wish to add new facilities to my certification. I understand that no product can be sold, labeled, or represented as organic until an inspection has been conducted and Stellar has added the facility to my certification.

**New Facility:** \_\_\_\_\_

I will contact SCS – I need more information to determine if I need to add an additional scope to my current certification (e.g. adding handling for on-farm processing).

### **STEP 3: SYSTEM PLAN UPDATE (CHECK ONE)**

I have reviewed the Organic System Plans/Organic Handling Plans on file with Stellar for my operation and they are complete and accurate at this time. No changes need to be made in order for the OSP documents to reflect current practices, and to the best of my knowledge, practices to be conducted in the coming year. **I will notify and provide updates to Stellar if changes need to be made at any time.**

**OR**

I need to update my information in the Organic System Plan/Handling Plan documents checked below. For each checked document, I have included a description of the specific updates being made. Blank documents are available for downloading at [www.demeter-usa.org/forms](http://www.demeter-usa.org/forms).

#### Crop Production Updates\*

- OSP Application
- Crop Plan
- OSP Input Material List (Current year changes required)
- OSP Sanitation List (Current year changes required)
- Maps (Current year changes required)
- Other: \_\_\_\_\_

#### Livestock Production Updates\*

- OSP Livestock Application
- OSP Pasture Plan (for ruminants)
- OSP Livestock Material Input List
- OSP Livestock Sanitation List
- OSP Livestock Feed and Materials List (Livestock producers)
- DMI and Pasture Worksheets
- Livestock Facility Maps
- Other: \_\_\_\_\_

#### Handling Production Updates\*

### **STEP 3: SYSTEM PLAN UPDATE (CHECK ONE) CONTINUED**

- OHP - Organic Handling Plan
- OHP Disclosure of Non-organic Ingredients and Processing Aids (Handling producers)
- OHP Sanitation List
- Individual Product Profiles (IPPs)
- SCS Trader Application

Facility Maps/Trap Maps

Other: \_\_\_\_\_

\*Description of Updates (attach separate sheet if necessary)

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#### **STEP 4: PREVIOUS NONCOMPLIANCES, UPDATES, AND REMINDERS:**

- I have reviewed the previous certification decision(s) (CER) and I did not have any noncompliances, requests for information, or reminders after my last inspection.

**OR**

- I have reviewed the previous certification decision(s) (CER) and any Notice of Noncompliance issued after my last inspection, and I confirm that the corrective actions I submitted to address the issues are in effect and have not changed. I confirm that any requested updates to OSP/OHP plans have been made and updated documents are submitted with this renewal.

**OR**

- I have reviewed the previous certification decision(s) (CER) and any Notice of Noncompliance issued after my last inspection, and I confirm that any changes to the implementation of corrective actions, or corrective actions that have not been implemented, are outlined on an attached separate sheet.

## **STEP 5: 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, assessment, obligations, requirements, and Terms of Agreement as stated in National Organic Program regulations, SCS Policy Manuals, and SCS Terms of Agreement.  
NOP Standards: [http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=3f34f4c22f9aa8e6d9864cc2683cea02&tpl=/ecfrbrowse/Title07/7cfr205\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=3f34f4c22f9aa8e6d9864cc2683cea02&tpl=/ecfrbrowse/Title07/7cfr205_main_02.tpl)
- 3) You will continue to operate in accordance with applicable standards and the policies of Stellar Certification Services.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **STEP 6: SUBMIT YOUR RENEWAL**

Submit this signed renewal form, along with a completed Fee Worksheet and fees, to: Stellar Certification Services, Inc. P.O. Box 1390, Philomath, OR 97370. Courier shipments may be addressed to 6735 SW Country Club Dr, Suite 104, Corvallis, OR 97333. Updated OSP/OHP documents may be emailed to [admin@demeter-usa.org](mailto:admin@demeter-usa.org)

The Stellar certification staff is available if you have any questions on what is required to complete your renewal, or surrender your certification, or if you need a copy of your previously submitted OSP documents.

**Comments:**

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**FOR OFFICE USE ONLY:** \_\_\_\_\_