

THE ORGANIC CERTIFICATION PROCESS FLOW CHART

STEPS IN THE CERTIFICATION PROCESS

FORMS USED

Step 1: Applicant inquires about the organic certification process from a Certification Agency (KOGS).



Step 2: Certification Agency screens Applicant to determine eligibility and which Organic Plan Application and attachments are appropriate to be completed. Application process starts in **Feb.**

Screening (in-house)



Step 3: Applicant completes appropriate Organic Plan Applications and attachments. The package is returned to the Certification Agency. Deadline for applications is **April 15.**

Initial Application for Land Certification with Appendices
Initial Application for Organic Process/Handling
Organic Inspection Affidavit



Step 4: Certification Committee screens all applications to determine Applicant's eligibility and completeness of all forms.

Screening (in-house)



Step 5: Certification Agency hires a Verification Officer to inspect the applicants on an on-farm site visit. The first site inspection occurs in **June to mid-July**. A second inspection occurs in **September** (Re-applicants only require the first inspection. 10% of re-applicants are chosen at random for a second inspection.)

Organic Inspection Reports



Step 6: Certification committee reviews complete Organic Plan (Application, attachments, Organic Inspection Affidavit, Organic Inspection Report), and makes decision on organic certification status.

Certification Status Report (in-house)



Step 7: Certification Agency issues the Applicant a contract stating their organic certification status. A notice to comply may be sent at this time if all organic conditions have not been met. Organic status will not be issued until all organic standards have been met.

Organic Certification Contract



Step 8: Applicant signs and returns Organic Certification Contract and implements all conditions.

Organic Certification Contract



Step 9: Upon receipt of the Organic Certification Contract and when all conditions have been met the Applicant will receive their Organic Certificate.
Certification period is from Sept. 30 of current year to Sept. 29 of the following year.

Organic Certificate



Step 10: **Annual Re-Certification**, Feb of following year. Applicant submits Re-Certification Application and appropriate attachments. Repeat Steps 3 through 9.

Re-Certification Applications
Appropriate Attachments

Please make copies of all application(s), appendices, any correspondence, etc. for your own files. If you have any questions regarding the application process please call the office or send a note or an email.

Kootenay Organic Growers Society
PO Box 156
Winlaw BC V0G 2J0
(250) 226-6823 kogs1@telus.net

2003 Fee Schedule:

- KOGS membership \$35.00
- COABC fee (minimum) \$45.00
- Grower application \$225.00
- Processor application \$300.00