



## Instructions for Form #2 – Certification, Site, Commodity and Sales Form

A completed registration packet for all New and Amended registrations must be submitted directly to the State Organic Program for review and approval.

### **CERTIFICATION**

#### **1. Is your operation certified or anticipating certification by a USDA Accredited Certifying Agency?**

(If you do not require certification and are not certified, please select “No”)  
Registrants anticipating certification must obtain certification from a USDA Accredited Certifying Agent prior to exceeding the \$5,000 annual gross sales threshold.

#### **2. Certification Type (only complete 2-5 if you answered “Yes” to number 1.)**

Please indicate whether you are currently certified or anticipating certification from a USDA Accredited Certification Agency.

#### **3. Name of Certifier**

Provide the name of your current certification agency or the name of the agency you anticipate obtaining certification from.

#### **4. Certification Number (only complete if currently certified)**

Provide the number issued to you by your certification agency; ie. Client Code, Cert #, etc.

#### **5. Date of Certification (or anticipated date)**

If currently certified, provide the date you first obtained certification. If anticipating certification, provide the date you anticipate obtaining certification.

### **SITES**

#### **6. Operation Types**

Indicate what type of organic operation(s) take place at the site/facility listed.  
P – Production H – Handling PR – Processing R – Retail

#### **7. Site ID/Name**

A name or number used to identify the site/facility listed.

#### **8. Site APN or Address, City**

Provide the Tax Assessors Parcel Number (APN) **or** the complete address of each site/facility location.

#### **9. Acres**

Provide the number of organic acres per site .

#### **10. Site Location**

Provide the name of the county that the site is located.

#### **11. Non-Organic Production, Handling, or Processing**

Please indicate whether you are also engaged in the production, handling, or processing of non-organic product.

### **COMMODITY AND SALES** (complete sections based on your operation type)

#### **12. For Producers only**

**Sales:** Provide the total gross sales for all production sold as organic in California within the previous 12 months. (or anticipated in the next 12 months for new operations)

#### **13. For Handlers only**

**Do you take title/ownership:** If you take title/ownership or manage the sale of the product, please select “Yes”. If you **only** provide handling services for others and do not take title/ownership or manage the sale, please select “No”.

**Sales:** If “Yes”, please provide the total gross sales for all handled product sold as organic in California within the previous 12 months. (or anticipated in the next 12 months for new operations)

#### **14. For Processors only**

**Do you take title/ownership:** If you take title/ownership or manage the sale of the product, please select “Yes”. If you **only** provide processing services for others and do not take title/ownership or manage the sale, please select “No”.

**Sales:** If “Yes”, please provide the total gross sales for all processed product sold as organic in California within the previous 12 months. (or anticipated in the next 12 months for new operations)