***Organic Plan*: Wild Crops**

This form is to be used for certification of wild crop harvesting, where plants are collected or harvested in their natural habitat. If wild crops are harvested from production units where you are producing organic cultivated crops, or pastureland for livestock, you must also submit the appropriate Organic Plan(s) for Crop (and Livestock if applicable) production.

**Form instructions: This form can be completed on a computer,** (save the form onto your hard drive before filling it in; to fill in, place cursor in grey boxes) **or printed and completed with a black ink pen**. Do *not* use pencil. **If you run out of room, attach another file or sheet of paper**. Keep a copy of this form for your records.

|  |  |  |
| --- | --- | --- |
| Enterprise Name:      | PACS Client Number:      [ ] n/a – this is my initial application | Date (dd/mm/yyyy)      |
| Mailing address, including municipality:     Phone #:       Fax #:      Email address:       | Inspection Site Location(s):[ ]  Same as mailing address [ ]  Different (please specify):      [ ]  Multiple locations *(list inspection sites below)* |
| Multiple inspection site addresses (if applicable):      |
| Provide directions to main farm location *(attach separate sheet if information cannot fit in this space)*:      |
| Main Contact Person(s):Name:       Title:      Phone:       Fax:       Email address:      |
| Additional Contact Person:Name:       Title:      Phone #:       Fax #:       Email address:      As per PACS policy, we will only respond to emails from approved contacts. If adding contacts following submission of this application, please contact the PACS office.  | **For Office Use Only**:Reviewed by:       Date:       |

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| **A. CERTIFICATION INFORMATION****NOTE: Please complete this section if you are applying for certification of *only* Wild Crops as described above. If you have ground crops and are also submitting a Crop Plan, skip to the next section.**[ ] ***I am submitting a Crop Plan*** |
|  | Have you ever applied for organic certification with any certification body in the past? [ ] no [ ] [ ] yes ***If yes***, indicate certification agency and year:      [ ]  ***If yes***, were you denied certification or had your certification suspended or revoked? [ ] no [ ] yes –Describe corrective measures taken:       |
|  | Do you hold any type of organic certification? (*i.e.* Attestation of Compliance or Packaging & Labelling certificate) [ ] no [ ] [ ] yes ***If yes,*** are you planning to keep concurrent certifications? [ ] no [ ] [ ] yes – identify the certification body:      Do you have certification by other agencies such as CanadaGAP or Food Safe, etc? [ ] no [ ] [ ] yes > Details:       |
|  | Have you reviewed the 2020 version of the Canadian Organic Standards and Permitted Substances Lists (**CAN/CGSB-32.310** and **CAN/CGSB 32.311 (PSL))** while filling in this Plan? [ ] no [ ] [ ] yes |
|  | Do you train your staff about the requirements of the Canadian Organic Standards? [ ] ***not applicable – have no staff***.[ ] yes [ ] [ ] no - explain how and when you plan to rectify this situation.       |
|  | Do you wish to use the Canadian organic legend (logo) on qualifying product labels? [ ] no [ ]  [ ] yes |
|  | Do you want products that are listed on your organic certificate to show organic equivalence to countries with whom Canada has organic equivalence arrangements? (relevant if you export out of Canada) [ ] no [ ]  [ ] yes***If yes***, to which countries do you export product?       |
|  | Do you maintain all records on site? [ ] yes [ ] no ***If no***, explain:      Do you maintain your records for the minimum 5 years required under **CAN/CGSB-32-310** clause 4.4.5?[ ] yes [ ] new applicant – will do from now on [ ] no – ***why?***:       |
|  | Do you maintain a non-organic production system (crops or livestock, including for your own use)?[ ] no – this operation will be entirely organic ***Skip to Section C***[ ] yes – this is a split operation ***Continue to Section B*** |

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| **B. SPLIT OPERATION**[ ] ***not applicable –* my operation will be entirely organic** |
|  | Please use the following table to identify all non-organic crops (including hay and pasture) and animals. For crops, also indicate whether you are growing the same variety in both organic and non-organic sections of your operation (parallel production). *An example of parallel production is harvesting wild blueberries with an organic claim, while producing non-organic blueberries (which was an existing crop prior to certification) on your cultivated land.*

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| --- | --- | --- | --- | --- |
| **Crop or Type of Animal** | **Field ID(s)\*(or n/a)** | **GMO?** | **Acres/ha** | **In parallel production?\*\*** |
|       |       | [ ] Y [ ] N |       | [ ] Y [ ] N |
|       |       | [ ] Y [ ] N |       | [ ] Y [ ] N |
|       |       | [ ] Y [ ] N |       | [ ] Y [ ] N |
|       |       | [ ] Y [ ] N |       | [ ] Y [ ] N |
|       |       | [ ] Y [ ] N |       | [ ] Y [ ] N |
|       |       | [ ] Y [ ] N |       | [ ] Y [ ] N |

\*Include non-organic production units on farm map(s) submitted to PACS.\*\*See CAN/CGSB-32.310 clauses 5.1.4 and 5.1.5 for parallel production allowances and answer the question below.If more space is required, attach a separate page. [ ] ***an extra page is attached*** |
|  | ***If yes***, to growing crops in parallel production, explain the circumstance(s) further:       [ ] ***not applicable - I have no parallel production***Use the chart below to indicate how you maintain the integrity and identity of the parallel crops during:

|  |  |
| --- | --- |
| **Production:** |       |
| **Harvesting** |       |
| **Storage** |       |
| **Processing** |       |
| **Packaging** |       |
| **Marketing** |       |

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|  | Both organic and non-organic crops will be inspected prior to harvest, and you must maintain verifiable, accurate, **segregated** records for both organic and non-organic product streams which will be audited after harvest. The records must be available for the VO to verify during your organic inspections.I understand that during my annual inspections, Verification Officer will inspect spray records and inventories and crop and sales records from my non-organic operation. [ ] yes [ ] no – explain:       [ ]  ***not applicable - I have no parallel production*** |
|  | List the soil and fertility amendments, herbicides, pesticides, feeds, or any other production related input that you use on the non-organic portion of your operation.[ ] ***not applicable* - I do not use inputs**

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| --- | --- | --- | --- | --- |
| **Product** | **Brand Name** | **Field ID** | **Storage Location** | **Applied by Self (s) or Custom (c)** |
|       |       |       |       |       |
|       |       |       |       |       |
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If more space is required, attach a separate page. [ ] ***an extra page is attached*** |
|  | How are the non-organic crops visually distinguishable from the organic crops?       |
|  | Do you store prohibited materials in the same location as allowed materials? [ ] yes [ ] no***If yes***, explain how you segregate them and identify the materials prohibited in the organic units:       |
|  | Do you use the same equipment on both organic and non-organic sections of your operation? [ ] yes [ ] no***If yes***, do you maintain a cleaning log? [ ] yes [ ] no |
|  | If feeding GMO feed, or any other products that are prohibited in organic production, describe where the products are fed in relation to your organic production units:       [ ]  ***not applicable*** |
|  | How do you separate and identify organic and non-organic growing areas?       |
|  | Do you have separate storage areas for organic and non-organic produce? [ ] yes [ ] no***If no***, explain how you prevent commingling/contamination of the organic produce in storage:       |
|  | Do you use the same washing facilities for organic and non-organic produce? [ ] yes [ ] no [ ] ***n/a- I do not wash wild crops******If yes***, how do you avoid contamination of the organic crops?      How do you avoid commingling of organic and non-organic produce throughout the washing area?       |
|  | Do you have separate packing facilities for non-organic produce? [ ] yes [ ] no***If no***, how do you prevent commingling of organic and non-organic produce?      |

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| **C. ORGANIC MANAGEMENT PLAN** |
| 1.
 | ***Identify*** the wild species you are collecting and wish to have certified:

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| --- | --- | --- | --- |
| **Wild Crop Name** | **Size of Harvest Area** | **Percentage Un-harvested** | **Projected Yield** |
|       |       |       |       |
|       |       |       |       |
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If additional space is required, add a separate page. [ ] ***An extra page is attached***. |
|  | What is the size of the collection area?      Indicate whether you: [ ] own [ ] lease [ ] rent [ ] other (specify):      If this is an initial application, request the Field Identification Sheet and Land Use History Sheets from the PACS office. If you control more than one site, identify the names of the sites in addition to the names of the fields.[ ] ***not applicable – renewal application*** [ ] Field Identification and Land Use History Sheets attached.If Crown Land comprises part of the land base, request, complete and submit a Crown Land History Sheet as well.[ ] Crown Land History Sheet attached. |
|  | A wild production area must be clearly defined and have documentation to prove that it has been free of substances prohibited by **CAN/CGSB-32.310 clause 1.5** for at least three years.How are the boundaries of your production area(s) defined?      Have you been in control of the collection area for 3 years or more? [ ] yes [ ] noDo you have the required 3 years of documentation regarding substances applied to the area? [ ] yes [ ] no***If no,*** signed documents from the person who was in control of the collection area must be submitted to verify the use of and substances applied to the land during the 3 year period.[ ] Documents attached [ ] Documents to follow on:       |
|  | **CAN/CGSB-32.310 clause 7.6.3** states that wild products harvested under this standard can only be deemed organic if the harvest area is a relatively undisturbed, stable, natural setting.Comment on any evidence that exists confirming (or refuting) this requirement. (Mention if the area was affected by such things as a forest fire, clear-cut (or selective) logging or is subject to flooding in the spring.)       |
|  | **CAN/CGSB-32.310 clause 7.6.4** states that harvest sites must be situated **more than one kilometre** (0.62 mi) from potential sources of environmental contamination, such as ***golf courses, dumps, sanitary landfill sites*** and ***industrial complexes*.**You must submit a detailed sketch or map ***and*** detailed written descriptions of your production area. Please mark the cardinal directions on the map and identify all boundaries and access points clearly. The description must Include:1. Ecological zones within the production area (i.e. *meadow area, stream-side zone* etc.)
2. The uses of all adjacent properties and the distances to each site of concern identified in the list above.
3. Any buffer zones required to protect your production areas from contamination.

[ ] ***map(s) and description attached*** |
|  | Do you require buffer zones on any of the borders of your collection area(s)? [ ] no [ ] yes ***If yes,*** do you harvest any crops from the buffer zones? [ ] no [ ] yes***If yes***, how do you identify and segregate the buffer harvest from the organic harvest?      What do you do with the harvested crops from the buffer zones?      Are the same collection containers used in the buffer areas as are used in the organic areas? [ ] no [ ] yes***If yes***, how is the integrity of the organic crop protected?       |
|  | Describe the qualifications, training and experience you have which enables you to identify the plants you are harvesting and sell them for appropriate uses.       |
|  | If any of the products to be certified is ***not*** produced by your enterprise, provide the following information: [ ] ***not applicable***Name of the enterprise producing the product:       Phone #:      Contact name at that enterprise:       Product(s) involved:       |
|  | Do you maintain Field Notes as part of your recordkeeping system? (Including such details as: Site ID, date of visit, weather conditions, plant health observations, botanical names of plants collected, plant parts collected, signs of disturbance, etc.)[ ] yes [ ] no – explain:       |
|  | Indicate the procedures you use to monitor potential site or crop contamination:[ ] visual observation [ ] residue analysis [ ] photographs [ ] wind direction/speed data[ ] other (specify):      How often do you conduct your monitoring procedures?      Have you taken any additional steps to prevent accidental contamination? [ ] no [ ] yes – ***indicate which from this list***:[ ] posted signs along boundaries[ ] obtained Neighbour Declarations[ ] written notifications to: [ ] Ministry of Highways [ ] utility companies [ ] drainage commissions [ ] municipalities [ ] airport [ ] aerial spray companies [ ] adjacent landowners [ ] Farm Service Office [ ] Regional District[ ] other (***specify***):       |
|  | List the equipment used for wild crop harvesting and handling: [ ] ***none***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment Name** | **Owned, Rented or Custom** | **Used on Organic and Non-organic?** | **Cleaning Procedures Prior to Organic Use** | **Cleaning Documented?** |
|       | [ ] O [ ] R [ ] C | [ ] yes [ ] no |       | [ ] yes [ ] no |
|       | [ ] O [ ] R [ ] C | [ ] yes [ ] no |       | [ ] yes [ ] no |
|       | [ ] O [ ] R [ ] C | [ ] yes [ ] no |       | [ ] yes [ ] no |
|       | [ ] O [ ] R [ ] C | [ ] yes [ ] no |       | [ ] yes [ ] no |

If more space is required, attach a separate page. [ ] ***An extra page is attached***. |
|  | Describe your harvest methods.      What is your harvest season? ***From***:       ***to***:      .What containers are used for harvesting?[ ] gravity wagons/boxes [ ] truck boxes [ ] cardboard/waxed boxes[ ] wooden totes [ ] plastic containers [ ] PVC plastics[ ] other (specify):      Are containers new or used? [ ] new [ ] used – ***what did they contain prior to organic use***?      Are the containers used for organic crops only? [ ] yes [ ] no – ***explain***:      Describe potential contamination or commingling problems that you have with harvest of organic crops. [ ] ***none*** |
|  | In the table below, explain how your harvest methods fulfil the following requirements:

|  |  |  |
| --- | --- | --- |
| **Protect the species NOT being collected** | **Promote growth or re-growth of species being harvested** | **Prevent disturbance of the environment in the production area** |
|       |       |       |

If more space is required, attach an additional page. [ ] ***An extra page is attached***. |
|  | What instructions are given to the collectors regarding protection of the collection area and organic handling requirements?(*Attach a copy of the instructions, if written*.)      Do collectors follow these instructions? [ ] yes [ ] no – explain consequences:      Is this documented? [ ] no [ ] yes – ***attach a sample*** [ ] ***sample attached***Attach a copy of any contract held between your enterprise and the hired collectors (company). [ ] ***copy attached*** |

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| **D. POST HARVEST HANDLING****[ ] *not applicable***The Canadian Organic Standards require that post-harvest handling procedures do not contaminate organic products with non-organic crops or prohibited materials. Depending upon the complexity of the processing conducted on-farm, we ***may*** require that you complete an Organic Planfor *Preparation*. |
|  | Describe your post-harvest handling procedures and equipment:      Is the post-harvest area or equipment used for ***both*** organic and non-organic products? [ ] no [ ] yes***If yes***, describe the measures taken to prevent commingling and contamination of the organic products.     Are these measures documented? [ ] yes [ ] no |
|  | Do you wash any of the wild crops that you harvest? [ ] no [ ] yes***If yes*** has the wash water been tested and proven to meet Canadian Drinking Water Guidelines?[ ] yes – ***date of last test:***       ***Test results submitted to PACS***: [ ] no [ ] yes[ ] no – ***explain***:       |
|  | Do you produce any multi-ingredient products within your facilities and wish to make an organic claim on any of these products?[ ] no [ ] yesDo you process the harvested wild crops to create a new product? [ ] no [ ] yesDo you do any organic processing of any kind for anyone else? [ ] no [ ] yes***If yes*** to any of the above questions, contact the PACS office and request the organic plan for *Preparation or Simple Preparation (if applicable)*.[ ] ***completed Preparation plan attached*** |
|  | Identify the type(s) of packaging used: (e.g. boxes, bags, clamshells)      Indicate the types of packaging materials used:[ ] paper [ ] cardboard [ ] wood [ ] glass [ ] metal [ ] foil [ ] plastic[ ] waxed paper [ ] natural fibre [ ] synthetic fibre [ ] aseptic [ ] PVC plastic [ ] other (specify):      Are the containers food-grade quality? [ ] yes [ ] no – ***explain***:       |
|  | Will your product(s) be labelled? [ ] no [ ] yes – ***NOTE***: **All labels for transitional and certified organic products must be submitted to PACS for approval *before* use.*****If yes*:**Who puts the labels on your products? [ ] My enterprise [ ] Retailer\* [ ] Buyer [ ] Packing house [ ] Other:      Where (in what location or in whose facility) is the labelling applied?      If anyone other than yourself might handle your product(s) or might package and/or label your product(s) prior to purchase by the end consumer, provide full details of the circumstances including the name of the operation (If more space is required, use the ***NOTES*** section):       [ ] I have attached the organic certificate of the operation applying my product labels.\*For operations that will be certified to the Canada Organic Regime program, organic labelling cannot be applied to a product repacked by a retailer/third party who does not hold organic certification. My organic labelling will not be applied by the retailer:[ ] Not applicable - my operation will be certified to the BCCO Program [ ] true [ ]  false – explain What type of labelling is applied? [ ] Bulk [ ] Retail***If retail***, indicate all types of labelling used:[ ] Printed boxes [ ] Printed bags [ ] Bin or bag tags [ ] Box labels [ ] Stickers on product [ ] Stickers on containersOther:       |
|  | Describe where harvested, unprocessed crops and packaged products are stored and how the area(s) are identified (name, warehouse number, etc.):     Are the storage areas under your control? [ ] yes [ ] no – Have the storage facility complete and submit an *Independent Storage Statement.* [ ] ***Form is attached*** [ ] ***Form to follow on***:      Do you use the same storage areas for organic and non-organic products? [ ] yes [ ] no***If yes***, how do you segregate organic products from non-organic product?      ***If no***, how are organic storage areas distinguished from non-organic storage areas? [ ] ***not applicable – all organic***      |
|  | Have you used any inputs on stored crops in the last three years? [ ] no [ ] yes***If yes***, indicate each type you have used:[ ] synthetic fumigants [ ] rodenticides [ ] sprouting inhibitors [ ] ripeners [ ] growth regulators[ ] preservatives [ ] oils [ ] colouring agents [ ] waxes[ ] other (specify):      For each input checked, provide the following information:

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| --- | --- | --- | --- | --- |
| **Storage ID** | **Brand Name** | **Active Ingredients** | **On Organic List? (If yes, give name.)** | **Reason for Use** |
|       |       |       | [ ] N [ ] Y -       |       |
|       |       |       | [ ] N [ ] Y -       |       |
|       |       |       | [ ] N [ ] Y -       |       |
|       |       |       | [ ] N [ ] Y -       |       |

If more space is required, attach a separate page. [ ] ***An extra page is attached***. |
|  | Indicate all cleaning methods used on equipment, facility, storage areas and any other areas:[ ] sweeping [ ] scraping [ ] vacuuming [ ] compressed air [ ] manual washing [ ] clean in place (CIP)[ ] sanitizing [ ] steam cleaning [ ] Other (specify):      Is cleaning documented/logged? [ ] yes [ ] noDo you test food contact surfaces for cleaner/sanitizer residues? [ ] yes [ ] noWhere are cleaning materials stored?       |
|  | Complete the following table for all cleaning products used in the processing and storage area(s):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Brand Name** | **Active Ingredients** | **Documentation Attached** | **Where Used** | **Frequency** |
|       |       | [ ] Prod Label / spec sheet[ ] MSDS[ ] Ingredients list |       |       |
|       |       | [ ] Prod Label / spec sheet[ ] MSDS[ ] Ingredients list |       |       |
|       |       | [ ] Prod Label / spec sheet[ ] MSDS[ ] Ingredients list |       |       |
|       |       | [ ] Prod Label / spec sheet[ ] MSDS[ ] Ingredients list |       |       |

If additional space is required, attach a separate page. [ ] ***An extra page is attached***. |
|  | Check all pest problems you have experienced in your facilities (including storage areas):[ ] flying insects [ ] crawling insects [ ] rats [ ] mice [ ] spiders [ ] birds [ ] other (***specify***):      Describe the structural pest management plan for these facilities:       |
|  | Do you keep records of your pest monitoring/management activities? [ ] yes [ ] no – ***explain***:       |
|  | List all pest management materials used. Include bait stations outside of facility.

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| --- | --- | --- | --- |
| **Brand or Trade Name** | **Active Ingredients** | **Locations Where Used and Pest Targeted** | **Frequency** |
|       |       |       |       |
|       |       |       |       |
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If additional space is required, attach an extra sheet. [ ] ***An extra page is attached***. |

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| **E. TRANSPORTATION and RECORDKEEPING** |
|  | Who is responsible for arranging transportation of organic products? [ ] self [ ] buyer [ ] other (specify):      Describe how organic products are transported.      What potential contamination or commingling problems do you have with the transport of organic crops? [ ] ***none***      |
|  | How is organic integrity (prevention of commingling, contamination) kept during transport? Select as many as are appropriate.[ ] All transport vehicles are dedicated to organic ***(skip to next question)***.[ ] Transport company notified of organic handling requirements.[ ] Agreement with transport company to handle organic goods according to requirements.[ ] Clean truck affidavits are sent with outgoing products.[ ] Transports inspected before being loaded and rejected if not clean.[ ] All shipping containers (i.e. cases, pallets, shipping containers etc.) are clearly identified as organic.[ ] Tamper-proof shipping methods.[ ] Products are in impermeable packaging.[ ] Organic products segregated during transport.[ ] Transport Standard Operating Procedures (SOP) attached.[ ] More information and/or other methods used:       |
|  | Which of the following records do you keep for organic production? Check all that apply.

|  |  |
| --- | --- |
| [ ] Input records for materials used | [ ] Monitoring records/analyses (water tests, quality tests) |
| [ ] Equipment cleaning records | [ ] Harvest records showing harvest date and amounts |
| [ ] Storage records showing location ID, lot #’s, amounts | [ ] Product sales |
| [ ] Cleaning, sanitation, clean-down logs | [ ] Clean transport records |
| [ ] Shipping records | [ ] Transaction certificates |
| [ ] Audit control summary[ ] Wild Crop Land History and Site I.D. Spreadsheet | [ ] Other (***specify***):       |

How long do you keep your records?       |
|  | Which of the following records do you keep for ***non-organic*** production? Check all that apply.

|  |  |
| --- | --- |
| [ ] Input records | [ ] Storage records |
| [ ] Sales records | [ ] Paid employee records |
| [ ] Shipping records | [ ] Harvest records |
| [ ] Other (***specify***):       |

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| **F. NOTES** |
|  | Use this area to add information that may provide assistance to the Certification Committee who will review this Organic Plan.       |
|  | Attachments I am including with this document:[ ] Wild area map[ ] Field Identification and Land Use History Sheet form[ ] Wild Crop Land History and Site I.D. Spreadsheet[ ] Crown Land History Sheet[ ] Harvest collection instructions[ ] Preparation Plan[ ] Independent Storage Statement[ ] Documentation for cleaning products[ ] Transport Standard Operating Procedures[ ] Product Labels[ ] Other (specify):      **You will be required to submit an application that updates this plan each year. Keep a copy of this Organic Plan as a reference for future updates. This application is part of your records and must be kept with those records.** |

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| G. ORGANIC OPERATOR AFFIRMATION |
| ***I affirm* that all statements made in this application are true and correct**.***I understand* that**:* The applicable transition period of my enterprise does not commence until all documents constituting a complete application have been duly submitted to the PACS office for review, upon which time my enterprise and all its functions are operating under certification body supervision.
* Acceptance of this document in no way implies granting of certification by the Certification Body (CB).
* My operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the Canadian Organic Standards and Permitted Substances Lists.
* Any wilful misrepresentation will result in de-certification.
* Production methods may not alternate between organic and non-organic methods.
* This completed document is confidential information according to the policies of the BC Certified Organic Program. Membership and certification status, however, is public information.

***I agree*:*** To allow the Verification Officer and/or members of the Certification Committee and the COABC Accreditation Board auditors access to all areas of my enterprise and to my records, including but not limited to: inputs, production, processing, handling, sales, and products purchased for resale, from both organic and non-organic production.

***I am applying as a [choose all that apply]:***[ ]  ***COR applicant*** - ISO-compliant certification for interprovincial/international trade (permits use of the COR logo).[ ]  ***BCCOP applicant*** *-* certification of my products for sales only within British Columbia (BC Certified Organic Program – permits use of the BCCOP logo). NOTE: COR applicants who use the BCCOP logo must also apply for this program.[ ]  ***BCCOP applicant***certification of my products to the **BCCOP Low Risk Program**. I understand that the eligibility requirements for participation in the Low-Risk Program include the following criteria:a) Enterprise must not be exporting organic product out of BCb) Enterprise must not practice parallel productionc) Enterprise must not have outstanding conditionsd) Enterprise must have received a valid organic certificate in all of the previous three yearse) The enterprise must be assessed for risk, and receive a low risk ranking from the certification committee[ ]  ***PACS Program applicant*** - certification of:a) agricultural products for sales within my own province only (**excluding** BC) or territory, including Low Risk certification for operators outside of BC; **OR**b) Natural Health Products; **OR****c)** Cannabis Cultivation and/or Cannabis Processing (within Canada).

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| Signed: |       | Print Name: |       | Date: |       |

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