



PCO ORGANIC CERTIFICATE STRUCTURE

Guidance

Your organic certificate from PCO consists of two parts:

- Certificate of Organic Operation, which includes the following header (for identification):
- Certificate of Organic Operation – Addendum (OCA), which includes the following header (for identification):



DEFINITIONS

- Certificate of Organic Operation- an auditable record of an operation’s certified organic status,
- allowing it to sell products as organic
- Certificate of Organic Operation – Addendum (OCA)- an additional document that lists an operation’s certified organic products

ADDITIONAL INFORMATION

DO I NEED TO PROVIDE BOTH MY ORGANIC CERTIFICATE AND ADDENDUM TO BUYERS?

Yes, Buyers must secure both the Certificate and the Addendum as proof for their purchases on the organic market. Addendums are not valid without a certificate that contains a matching certificate number.

DO CERTIFICATES EXPIRE?

No, certificates remain valid until the operations certification is surrendered, suspended or revoked.

DO CERTIFICATES EVER GET UPDATED?

Yes, certificates are updated if there is a change to the business name, address or scope. The Certificate Number will change. The associated addendum will also be updated to match the new certificate number.

HOW LONG ARE ADDENDUMS VALID FOR?

PCO considers an addendum to be valid for 18 months past its “Last Updated Date.” If an operation’s certification is surrendered, suspended or revoked, the addendum is no longer valid.

WHEN DOES MY ADDENDUM GET UPDATED?

Addendums are updated when new products are added or old products are removed. Addendums are also annually updated with the completion of your Initial Review Report. When your addendum is updated the “Last Updated Date” will reflect the date the addendum was revised.



CERTIFICATE OF ORGANIC OPERATION

Mailing Address:

The above named operation is certified to the USDA organic regulations, 7 CFR Part 205

Effective Date:

The date the operation was first certified. *§205.404*

File Number:

Certificate Number:

Categories:

The categories listed will be: Crops, Livestock, Handling, and/or Wild Crops

Details of each are on the addendum. *§205.404*

The date in which PCO created/issued the document. *NOP Instruction 2603*

Issued Date:

Once certified, a production or handling operation's organic certification continues in effect until surrendered, suspended or revoked. This document is not valid without the Certificate of Organic Operation - Addendum

Questions regarding this certificate should be directed to:

Pennsylvania Certified Organic
106 School Street, Suite 201 • Spring Mills, PA 16875
(814) 422-0251 • fax (814) 422-0255
pco@paorganic.org www.paorganic.org

Ensuring the Organic Integrity of Products



The date in which a certified operation must submit its annual update paperwork. This date is updated after the operation submits their annual paperwork. This is not an expiration date. *NOP Instruction 2603*

CERTIFICATE OF ORGANIC OPERATION - ADDENDUM

Operation Name <u>Mailing Address</u> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>This may also be where additional physical addresses are listed. <i>§205.404</i></p> </div>	File Number: Certificate Number: <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">Anniversary Date:</div> <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">Last Updated Date:</div>
--	---

The date the last update was made to the addendum.

The above named operation is certified to the USDA organic regulations, 7 CFR Part 205. This operation is certified to produce or handle the organic products listed below. This document is not valid without the Certificate of Organic Operation.

Operational Scope

(Operation Brand)		
Product	Date Added	Compliance
1		
(Operation Brand)		
Product	Date Added	Compliance
2		

The brand & product for which the operation has been certified to produce. *NOP Instruction 2603*

The date the product was approved to be added to the operation's addendum.

Indicates whether the product NOP certified and/or eligible for export.