



Private Label Agreement

- Complete this form if you co-pack organic products into another company’s private label brand. You must send PCO all organic labels you pack into, even if PCO is not listed as the certifier on the label.
- Complete one form for each private label brand owner. If the brand owner is PCO-certified for the products you are co-packing, do not complete this form.
- All sections are required, except Section 4. If Section 4 is applicable, you must have an authorized representative from the private label company agree & sign, as indicated.
- To properly complete this form:
 - Save a copy of this form to your desktop and complete via Acrobat Reader or Mac Preview. DO NOT attempt to complete this form on your internet browser (e.g. Chrome, Firefox, Safari); it will not save.
 - Save the document as a PDF. DO NOT “Print to PDF” as this renders an unreadable form.
 - Send the completed PDF to PCO.

Section 1: General Information (required)

PCO-Certified Organic Operation (Name):

Address:

City, State, Zip:

Private Label Company (Name):

Address:

City, State, Zip:

Phone/email:

Section 2: Private Label Products (required)

List each individual product that is co-packed under a Private Label. If additional space is required, please attach a separate sheet.

Product Name	Brand Name

Section 3: Exemptions from Certification for Private Label Brand Owners (required)

Pennsylvania Certified Organic (PCO)

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Private Label Agreement V5, 4/17/24

- Certain private label brand owners may qualify for an exemption from organic certification depending on the activities that their operation conducts.
- Certain activities may require certification, while others may qualify for exemption.
- Use this portion of the form to determine whether certification is required for brand owners you work with.

1. Is this private label brand owner certified organic for finished products listed in the table above?

- No.
- Yes. Attach a copy of their organic certificate listing products you co-pack.

2. Does the private label brand owner source ingredients for the products you co-pack?

- No.
- Yes.

2(a). If, yes, do all organic ingredients purchased by the label owner arrive at your facility in sealed, tamper-evident containers/packages labeled for retail sale?

- No. Private label brand owner must be certified. Certificate must list ingredients provided to you.
- Yes. Describe packaging below or attach a photo.

3. Are all organic private label products (indicated in the Section 2 table above) packaged or enclosed in a sealed, tamper-evident container when you are finished co-packing them?

- No. Private label brand owner is required to be certified. Attach a copy of their organic certificate.
- Yes. Describe packaging below or attach a photo.

4. Are all organic private label products (indicated in the Section 2 table above) in final retail labeling when you are finished co-packing them?

- No. Private label brand owner is required to be certified. Attach a copy of their current organic certificate.
- Yes.

5. Is PCO's name or logo used on the label in association with the private label brand owner?

- No. This form is complete, skip section 4. PCO will require approval confirmation from the certifier listed on the labels.
- Yes. Complete Section 4.

Section 4: Private Label Agreement (complete this section, if applicable)

- Complete this section, if any of the following apply:
 - The private label company you are co-packing for is uncertified and exempt from certification (per Section 3 above).
 - The private label company you are co-packing for is certified but is not certified by PCO and is using the PCO name or logo on their label(s).
- By completing this section, your operation will be held legally responsible for the private label company and their products in matters of organic certification. You are also responsible for all fees associated with this agreement per PCO's current fee schedule.

This private label agreement is between the two operations indicated in Section 1 of this form pursuant to 7 CFR Part 205.102 and Pennsylvania Certified Organic's (PCO) Private Label Policy. Under this agreement, the parties agree that:

1. PCO is the certifying agent of the PCO-certified Operation listed above.
2. The Private Label Company listed above is not certified organic or has chosen not to request organic certification for the products listed in this agreement; or is certified organic by another certifying agent but has chosen to identify PCO as the certifier on the retail labels.
3. The Private Label Company has contracted with the PCO-certified Operation to pack the product(s) listed herein. Certification by PCO is limited to production by the listed PCO-certified Operation.
4. The Private Label Company agrees not to change or add any producer(s) or manufacturer(s) of the product(s) or to change or add any ingredients used in the product(s) approved by PCO without prior written notification to PCO.
5. The Private Label Company agrees not to sell, label, or represent the product(s) listed herein as being certified by PCO unless they have been produced by the PCO-certified Operation listed on this agreement or pursuant to a separate agreement with a different PCO-certified operation.
6. Products not declared and covered by a Private Label Agreement will not use the PCO name, logo, or any related reference to PCO.
7. The PCO-certified Operation agrees to maintain an up-to-date list of products covered under this agreement.

PCO-Certified Organic Operation

Signature: _____ Date: _____

Typing your name in the signature line above constitutes a signature.

Private Label Company

Signature: _____ Date: _____

Typing your name in the signature line above constitutes a signature.