

Module H1A: Intake Form

This Module is to be completed by all operations.

SECTION I: Client Information

A. Basic Info			
1. Name of Business Operation:			
2. Does this operation do business under any other names? If so, please list.		<input type="checkbox"/> No. <input type="checkbox"/> Yes. Please list:	
3. For the names listed in #2 above, has this operation formally registered these names as fictitious names or DBA's with the State?		<input type="checkbox"/> No. <input type="checkbox"/> Yes.	
4. State where incorporated or registered:			
5. EIN, TIN, or FEIN assigned to this operation:			
6. Mailing Address for all certification related correspondence:			
7. Primary business phone number:			
8. Website:			
9. Physical Address of Company Office:			
10. Does this operation operate any other businesses out of the same physical location as this operation?		<input type="checkbox"/> No. <input type="checkbox"/> Yes. Identify names of those other businesses:	
11. Chief executive or manager of the company/business:			
B. Prior Certification			
1. Was this operation ever issued a Denial of Certification?		<input type="checkbox"/> No. <input type="checkbox"/> Yes. By what certifier?	
2. Is this application this operation's first one submitted to Americert?			<input type="checkbox"/> No. Skip to Part C. <input type="checkbox"/> Yes.
3. Has this operation, or any managers, authorized representatives, or owners of this operation ever been certified under the USDA National Organic Program or been associated with a business that was certified under the USDA National Organic Program?			<input type="checkbox"/> No. Skip to Part C. <input type="checkbox"/> Yes.
4. What was the name of the operation certified?			
5. By what certifier?			
6. When did certification end?			
7. How did certification end?		<input type="checkbox"/> Suspended. <input type="checkbox"/> Revoked. <input type="checkbox"/> Surrendered.	
8. Did this operation have a Notice of Noncompliance, Proposed Suspension, Proposed Revocation, or a Settlement Agreement pending or in operation at the time certification ended?		<input type="checkbox"/> Yes. <input type="checkbox"/> No.	
9. Please attach a copy of all relevant letter(s) and a description of corrective actions:		<input type="checkbox"/> Attached.	
C. Authorized Reps and Contacts: This operation must designate and provide information for the billing contact, a primary authorized representative, and a local contact for inspections. All certification related communications will be sent to the primary authorized representative through email. The billing contact, primary authorized representative, and/or local contact can all be the same individual.			
Primary Authorized Rep for Organic Program:	Name:		
	Phone:		

	Email:
Primary Billing Contact:	Name: Phone: Email:
Local Contact for Inspections (Announced or Unannounced):	Name: Phone: Email:
Consultant (if one):	Name: Phone: Email:
Other Authorized Rep:	Name: Phone: Email:
Other Authorized Rep:	Name: Phone: Email:

SECTION II: Activity Profile

<p>A. Introduction to Terms: Some words pertaining to organic handling have certain meanings. To aid in understanding, Americert would like to clarify how certain words used in this Intake Form are defined.</p>	
<p>1. Brand owner is a company that contracts out the processing and/or packaging of organic products. Examples include: (a) A brand owner who uses copackers to produce or pack certified organic products or crops into the brand owner’s labels for distribution by the brand owner. (b) An operation that handles or distributes any organic products which are not packaged by them, but which list them as the distributor (or the entity packed for) on the label or packaging.</p>	
<p>2. Copackers are operations that manufacture, process, pack, repack, label, re-label, or otherwise handle products or crops on behalf of this operation and package the product in this operation’s brand or on this operation’s behalf.</p>	
<p>3. Copacking means handling, manufacturing, or packing any organic products where the final packaging identifies another entity or company as the handler or distributor of the product and does not identify this operation as the handler or packer.</p>	
<p>4. Handle means to sell, process, or package agricultural products. Examples include, but are not limited to, trading, facilitating sale or trade on behalf of a seller or oneself, importing to the United States, exporting for sale in the United States, combining, aggregating, culling, conditioning, treating, packing, containerizing, repackaging, labeling, storing, receiving, or loading.</p>	
<p>5. Nonprocessor means any operation that does not produce, pack, label, or otherwise process organic items. Examples of such operations are sellers, brokers, traders, distributors, brand owners, and storage facilities.</p>	
<p>6. Organic items include organic crops, ingredients, or products.</p>	
<p>7. Process/Processor includes such activities as cooking, baking, heating, drying, mixing, grinding, churning, separating, extracting, cutting, fermenting, eviscerating, pre-serving, dehydrating, freezing, or otherwise manufacturing, and includes packaging, canning, jarring, or otherwise enclosing food in a container. For purposes of these Modules, it also includes operations that pack, label, or relabel.</p>	
<p>8. Unpackaged means the organic item is not enclosed in a container. Products are also considered unpackaged when the container is the vehicle it is transported in (e.g., tanker of oil, rail car of grain).</p>	
<p>B. General</p>	
1. Does this operation engage in handling of both nonorganic and organic items?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
2. Does this operation engage in handling of organic items that are similar to nonorganic items that are also handled at this operation (e.g., handles both nonorganic and organic sugar)?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.

3. Does this operation handle any organic items in unpackaged bulk condition as any part of overall operations?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
4. Does this operation understand the following: ➤ All organic handling ACTIVITIES must be disclosed to and approved by Americert prior to handling organic products or crops. ➤ All organic CROPS OR PRODUCTS which are handled by this operation must be disclosed to and approved by Americert before they can be represented, marketed, or sold as organic.	<input type="checkbox"/> Yes.

C. Handling Activities

1. Describe this operation's activities involving organic items or otherwise relating to this certification:	
2. Please select from the list to the right the organic handling activities that this operation engages in: [SELECT ALL THAT APPLY]	<p><u>Level 1 Handling Activities: No Physical Possession:</u></p> <p>Brokering or Distribution (B/D): <input type="checkbox"/> Brokering/Trading WITHOUT Physical Possession at This Operation's Physical Location (Sourcing product and making sales to end buyers without ever taking physical possession of product) <input type="checkbox"/> Wholesale/Distribution WITHOUT Physical Possession at This Operation's Physical Location (Making sales and distribution of products without ever taking physical possession of the products distributed) <input type="checkbox"/> Brand Owner That Does Not Take Physical Possession. <input type="checkbox"/> Other (describe):</p> <p><u>Level 2 Handling Activities: Nonprocessors with Physical Possession:</u></p> <p>Brokering or Distribution (B/D): <input type="checkbox"/> Brokering/Trading WITH Physical Possession at Your Physical Location (Sourcing product, and taking it into this operation's physical possession before it is delivered to the end buyer) <input type="checkbox"/> Wholesale/Distribution WITH Physical Possession at Your Physical Location (Making sales and distribution of products that this operation takes into its own physical possession before delivery and sale of the product to an end buyer)</p> <p>Other Activities: <input type="checkbox"/> Storage/Warehouse (This includes storing and warehousing for others.) <input type="checkbox"/> Transport of packaged organic items <input type="checkbox"/> Cold Storage <input type="checkbox"/> Cross dock operations <input type="checkbox"/> Dry Goods Warehouse <input type="checkbox"/> Other (describe):</p>
	<p><u>Level 3 Handling Activities: Processors with Physical Possession:</u></p> <p>Manufacturing/Processing (MP): <input type="checkbox"/> Multi-ingredient Manufacturing (Manufacturing multi-ingredient products from received ingredients) <input type="checkbox"/> Single Ingredient Manufacturing (Processing received single ingredient products into another single ingredient product)</p> <p>Packing or Repacking (PR): <input type="checkbox"/> Bulk to Retail (Receiving a product or ingredient in bulk containers and repacking the product or ingredient into smaller retail presentations) <input type="checkbox"/> Bulk to Bulk (Receiving a product or ingredient in bulk containers and repacking the product or ingredient into different bulk containers) <input type="checkbox"/> Retail to Retail (Receiving a product or ingredient in retail containers and repacking the product or ingredient into different retail presentations) <input type="checkbox"/> Other Packing or Repacking (please describe):</p> <p>Crop Handling:</p>

	<input type="checkbox"/> Harvest Packing and/or Processing (The packing and/or processing of crops received directly from farms and grower operations) <input type="checkbox"/> Post-Harvest Packing and/or Processing (The packing and/or processing of crops not received directly from farms and grower operations)
	Service Provider: <input type="checkbox"/> Pasteurization <input type="checkbox"/> Nut Hulling <input type="checkbox"/> Transloading <input type="checkbox"/> Transport of unpackaged items <input type="checkbox"/> Some repackaging, conditioning, or treating of organic items.
	Other Activities: <input type="checkbox"/> Coffee Roasters <input type="checkbox"/> Seed Cleaning <input type="checkbox"/> Copacking for a Brand Owner <input type="checkbox"/> Brand Owner with Physical Possession. <input type="checkbox"/> Label/Relabel <input type="checkbox"/> Opening Individual Bulk or Retail Units for Sampling Only <input type="checkbox"/> Other Processing (please describe):

D. Additional Activities

1. Does this operation formulate or process multi-ingredient products?	<input type="checkbox"/> N/A, this operation is a brand owner that formulates only but does not process. <input type="checkbox"/> No. <input type="checkbox"/> Yes.
2. When considering all organic handling activities conducted by this operation, does this operation engage in spot purchasing bulk or retail organic items for resale?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
3. Does this operation import, purchase, or receive organic items from a source or location outside the United States?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
4. Are any of this operation's products copacked in a foreign country?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
5. Are any of this operation's products supplied by a supplier or copacker not certified under the USDA National Organic Program but instead certified organic under a foreign equivalency arrangement?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
6. Does this operation export, ship, or sell any organic products to locations or customers in a foreign country?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
7. Does this operation package any products for private label brand/marketer/brand owner customers?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
8. Does this operation operate as a Brand Owner that has other operations package any products for them into its branded packaging or labels (either retail or nonretail) on its behalf?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
9. In the purchasing, receiving, or sourcing of organic items, does this operation purchase, broker, trade, distribute, or buy from an uncertified handler (that is not a physical retail establishment) in the supply chain between this operation and the last certified organic operation in the supply chain? Examples: brokers, sellers, marketers, sales departments, distributors, order processors, sales agents/companies, warehouses, or uncertified 'sister' or 'parent' companies of certified entities.	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
10. Does this operation distribute, broker, or trade products that carry labels (on retail or nonretail containers or packaging) that: ➤ Carry a "Certified Organic by Americert" phrase or carry the Americert seal? ➤ This operation's name as manufacturer or distributor?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.
11. Does this operation pack into any retail labels?	<input type="checkbox"/> No. <input type="checkbox"/> Yes.

SECTION III: Attestation

I attest this information is accurate and complete.	<input type="checkbox"/> Yes
Date Completed:	
Name of Person Completing Form:	