

2017 RENEWAL INSTRUCTIONS

We require all farmers, processors and traders to complete a System Plan Update each year, to verify whether changes will be made to the prior year's Biodynamic and/or Organic System plan documents we have on file. For Demeter operations, please use the **2017 Demeter System Plan Update**, for Stellar operations please use the **2017 Stellar Organic System Plan Update**, and for Demeter traders please use the **2017 Trader Plan Update**. Please resubmit the components of your 2016 plan(s) to which you are making changes, and answer all the questions on the form(s) to clarify exactly what those changes are. Crop operations in particular should review their 2016 product profiles and make any changes necessary to reflect their 2017 crop plans. If you have no planned changes in 2017, please just indicate that on the appropriate System Plan Update form. We would be happy to forward your 2016 documents that we have on file if you don't have them at your fingertips.

TO COMPLETE YOUR RENEWAL

- 1) Complete the appropriate 2017 System Plan Update form(s).** These must be signed and dated. Again, contact the Demeter/Stellar office if you need a copy of your OSP/OHP documents in order to verify the information. You can also locate current forms at our website: <http://www.demeter-usa.org/forms/> for blank update documents (Crop Plan, OSP Input List, etc.).
- 2) Complete the Fee Worksheet**, including the section on licensing fees.
- 3) For organic operations located in California only** – Certified organic operations located in California are required to be registered with CDFA as an organic producer (farms) and the Dept. of Public Health as a processor/handler. Please submit proof of registration with your renewal. Stellar is required to verify registration to continue certification for CA operations. For more information, please visit: <https://organic.cdfa.ca.gov/OrganicReg/>
- 4) Submit** your update form(s) and payment for renewal fees. Include a copy of the Fee Worksheet. Submit renewals to admin@demeter-usa.org or mail to PO Box 1390, Philomath, OR 97370. Payment by credit card can be arranged by calling the Demeter/Stellar office.

The renewal forms and payment of renewal fees are due on February 1, 2017. Late fee penalties will be assessed for applications submitted after February 15, 2017. Operations that do not submit the renewal materials or contact the Demeter/Stellar office by March 1st must be issued a noncompliance. If you are not renewing your certification, we still need you to check the appropriate box on the renewal form and submit it by the deadline.

For Stellar certified organic operations, you are eligible for the National Organic Program cost share reimbursement. The Organic Certification Cost Share Program (OCCSP) allows individual organic operators to apply for reimbursement of up to 75 percent of their certification costs up to a maximum of \$750 per category of certification. Details and applications can be found with your state department of agriculture.