



## STELLAR CERTIFICATION SERVICES, INC.

### For Certification of Organic Agriculture

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## ORGANIC SYSTEM PLAN/HANDLING PLAN UPDATE APPLICATION 2017

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

### STEP 1: REQUEST RENEWAL OF CERTIFICATION (CHECK ONE)

☐ I wish to continue certification with Stellar Association, Inc. I am submitting the following required renewal forms:

Fee Worksheet

Payment of Fees

For California only: Submit a copy of organic registration with CDFA (crops) and/or CA Dept. of Health (processors).

CDFA Organic Registration

CA Dept. of Health Organic REGistration

I do not wish to continue NOP organic certification services. I am notifying Stellar of my intent to withdraw from the certification program and surrender all certifications with Stellar. I understand that the organization or I may no longer represent, label, or sell product as organic. I understand that in order to successfully withdraw and not receive a Notice of Noncompliance, licensing fees for the past calendar year's sales are due per the SCS Fee Schedule and Terms of Agreement. I have enclosed the following:

Fee Worksheet with information on past calendar year's sales

A check for licensing fees

### STEP 2: GENERAL INFORMATION

Name of owner or parent company: \_\_\_\_\_

Type of legal entity (Sole proprietor, LLC, corporation, etc.): \_\_\_\_\_

Name of person responsible for organic certification (be certain to include contact info below):  
\_\_\_\_\_

List of people who are authorized to conduct certification business on behalf of the organization and with whom confidential information can be shared:

Name	Position	Email	Work Phone #	Cell Phone #

☐ Current physical address of all land parcels and facilities (attach an additional sheet if necessary):

Parcel / Facility	Street Address	City, State, Zip	County

Mailing address for all correspondence to persons responsible for certification:

Address/City/State/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

I am applying for the following scopes of organic certification:

Crops      Handling      Livestock      Trader      Livestock      Wild Harvest

I wish to add new land to my certification, and am including a 36-month land history and map for land to be added. I understand that no crop can be sold, labeled, or represented as organic, or fed to organic livestock, from new land until an inspection has been conducted and Stellar has added this land to my certification.

New Parcel: \_\_\_\_\_

I wish to add new facilities to my certification. I understand that no product can be sold, labeled, or represented as organic until an inspection has been conducted and Stellar has added the facility to my certification.

New Facility: \_\_\_\_\_

I will contact SCS – I need more information to determine if I need to add an additional scope to my current certification (e.g. adding handling for on-farm processing).

### **STEP 3: SYSTEM PLAN UPDATE (CHECK ONE)**

I have reviewed the Organic System Plans/Organic Handling Plans on file with Stellar for my operation and they are complete and accurate now. No changes need to be made for the OSP documents to reflect current practices, and to the best of my knowledge, practices to be conducted in the coming year. I will notify and provide updates to **Stellar** if changes need to be made at any time.

I need to update my information in the organic System Plan/Handling Plan documents checked below. For each checked document, I have included a description of the specific updates being made. Blank documents are available for downloading at [www.demeter-usa.org/forms](http://www.demeter-usa.org/forms)

#### **Crop Production Updates\***

OSP Application  
OSP Crop Plan  
Maps (current year changes and updates required)

OSP Input Material List (current year changes and updates required)  
OSP Sanitation List (current year changes and updates required)  
Other: \_\_\_\_\_

#### **Livestock Production Updates\***

OSP Livestock Application  
OSP Livestock Material Input List  
OSP Livestock Sanitation List  
OSP Livestock Feed and Materials List (livestock producers)

OSP Pasture Plan (for ruminants)  
DMI and pasture Worksheets  
Livestock Facility Maps  
Other: \_\_\_\_\_

**Handling Production Updates\***

OHP Organic Handling Plan  
OHP Disclosure of Non-Organic Ingredients and Processing Aids  
(handling producers)  
SCS Trader Application  
Facility Maps/Trap Maps

Individual Product Profiles (IPPs)  
OHP Sanitation List  
Other: \_\_\_\_\_

**\*Description of Updates (attach separate sheet if necessary)**

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**STEP 4: PREVIOUS NONCOMPLIANCES, UPDATES AND REMINDERS:**

I have reviewed the previous certification decision(s) (CER) and I did not have any noncompliance's, requests for information, or reminders after my last inspection.

I have reviewed the previous certification decision(s) (CER) and any requirements issued after my last inspection, and I confirm that the corrective actions I submitted to address the issues are in effect and have not changed. I confirm that any requested updates to all OSP/OHP plans have been made and updated documents are submitted with this renewal.

I have reviewed the previous certification decision(s) (CER) and any requirements issued after my last inspection, and I confirm that any changes to the implementation of corrective actions, or corrective actions that have not been implemented, are outlined on an attached separate sheet.

## STEP 5: CONTINUATION OF CERTIFICATION AGREEMENT

By signing this form, you are stating that:

- 1) You have read the above information and attest that it is true to the best of your knowledge.
- 2) You affirm that you have read, fully understand and agree to be bound by the standards, procedures, fees, policies, assessment, obligations, requirements, and Terms of Agreement as stated in the National Organic Program regulations, SCS Policy Manuals, and SCS Terms of Agreement. NOP Standarts: [http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=3f34f4c22f9aa8e6d9864cc2683cea02&tpl=/ecfrbrowse/Title07/7cfr205\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=3f34f4c22f9aa8e6d9864cc2683cea02&tpl=/ecfrbrowse/Title07/7cfr205_main_02.tpl)
- 3) You will continue to operate in accordance with applicable standards and the policies of Stellar Certification Services.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## STEP 6: SUBMIT YOUR RENEWAL

Submit this signed renewal form, along with a completed Fee Worksheet and fees to:

1. Stellar Certification Services, Inc, P.O. Box 1390, Philomath, OR 97370.
2. Courier shipments may be addressed to 6735 SW Country Club Dr, Suite 104, Corvallis, OR 97333.
3. Updated OSP/OHP documents may be emailed to [admin@demeter-usa.org](mailto:admin@demeter-usa.org).

The Stellar certification staff is available if you have any questions on what is required to complete your renewal or surrender your certification, or if you need a copy of your current OSP documents.

Comments:

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FOR OFFICE USE ONLY: \_\_\_\_\_