



DEMETER® ASSOCIATION, INC.
For Certification of Biodynamic® Agriculture

PO Box 1390, Philomath, OR 97370
Phone: 541.929.7148 Email: admin@demeter-usa.org
Website: www.demeter-usa.org

TRADER PLAN/HANDLING PLAN UPDATE APPLICATION 2017

Name of Organization: _____ Date: _____

Step 1: Request Renewal of Certification (CHECK ONE)

- ☐ I wish to continue certification with Demeter Association, Inc. I am submitting the following required renewal items:
- ☐ Fee Worksheet ☐ Payment of Fees
- ☐ Sales summary for the previous calendar year. I understand that Demeter will request a random sample audit for review.
- ☐ I do not wish to continue Biodynamic® certification with Demeter Association. I am notifying Demeter of my intent to withdraw from the certification program and surrender all certifications with Demeter. I understand that the organization or I may no longer represent, label, or sell product using the registered certification marks Demeter® and/or Biodynamic®. 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 Demeter 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: _____

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 co-processing facilities and storage 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 wish to add new products to my certification, and am including a list of the products to be added. I understand that no product can be sold, labeled, or represented as Biodynamic® until it has been reviewed and Demeter has added it to my certification.

New Product(s): _____

☐ I wish to add new co-processor or storage facilities to my certification. I understand that no product can be sold, labeled, or represented as organic until Demeter has added the facility to my certification.

New Facility: _____

☐ I will contact Demeter – I need more information to determine if I need to add an additional facility or product to my certification.

Step 3: System Plan Update (CHECK ONE)

☐ I have reviewed the Demeter Trader Application on file with Demeter for my operation and it is complete and accurate at this time. No changes need to be made in order for the 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 Demeter if changes need to be made at any time.

☐ I need to update my information in the Demeter Trader documents checked below. For each checked document, I have included a description of the specific updates being made. The applicable updated documents will be submitted to DA via email.

Trader Updates*

☐ Demeter Trader application ☐ Storage Facility Affidavit ☐ Individual Product Profiles (IPPs)

☐ Facility Maps/Trap Maps ☐ Other: _____

*Description of Updates (attach separate sheet if necessary)

Step 4: Previous Noncompliances, Updates, and Reminders:

- ☐ I have reviewed the previous certification decision(s) (ECD) and I did not have any noncompliances, requests for information, or reminders after my last inspection.
- ☐ I have reviewed the previous certification decision(s) (ECD) 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 documents have been made and updated documents are submitted with this renewal.
- ☐ I have reviewed the previous certification decision(s) (ECD) 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: SPECIFIC CONFIRMATIONS

Please confirm the following:

Yes / No

- ☐ ☐ I understand I can access the current Demeter Standards at www.demeter-usa.org/for-farmers/farm-processing-standards.asp, and I have read and understand these Standards and the requirements for Demeter certification.

Step 6: 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 Demeter Standards, DA Policy Manuals, and DA Terms of Agreement.
- 3) You will continue to operate in accordance with applicable standards and the policies of Demeter Association, Inc.

Name: _____

Signature: _____ Date: _____

Step 7: Submit your renewal

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

- Demeter Association, Inc. P.O. Box 1390, Philomath, OR 97370.
- Courier shipments may be addressed to 6735 SW Country Club Drive, Corvallis, OR 97333.
- Updated documents may be emailed to admin@demeter-usa.org

Please contact the Demeter office 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 Trader documents.

Comments:

FOR OFFICE USE ONLY: _____