

# Atlantic Certified Organic Co-operative Ltd (ACO)

P.O. Box 40, Canning, N.S. B0P1H0

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## COMPOST PROCESSOR APPLICATION

### 1.0 General Information

1.1 Farm Name: _____	
Mailing Address: _____	
_____ Postal Code: _____	
Phone: _____	Fax: _____
e-mail: _____	Website: _____
Authorized Representative: _____	
Signature: _____	Date: _____

1.2 Are you registered by the appropriate agency in your province?  Yes  No

1.3 If no, are you in the process or planning to become registered?  Yes  No

1.4 Do you follow the CCME Guidelines for Compost Quality?  Yes  No

### 2.0 Organic Certification History

2.1 List the past three years of certification history of your operation in the table below:

Name of Certification Body	Year

2.2 Has organic certification ever been denied or withdrawn?  Yes  No

If yes, please state reason and attach a copy of notification of denial or withdrawal

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.3 Were there any non-compliances identified in your previous certification year?

Yes  No

If yes, list the non-compliances and the corrective action taken.

Non-compliance	Corrective Action(s)

**3.0 Products to Be Certified**

3.1 List each product that you wish to have certified including its components and/or ingredients.

Product Name:	Components/Ingredients

3.2 Are any of the components and/or ingredients of the above products restricted or prohibited?  Yes  No

If yes, please identify them and the reason used.

Product Name	Restricted or Prohibited Substance	Reason Used

3.3 List all components come from off farm sources and what is their intended use.

Off –Farm Component	Intended Use

3.4 What is your nearest point of potential non-organic contamination? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.5 How far is your operation from the nearest point of potential non-organic contamination? \_\_\_\_\_

3.6 How often do you conduct water tests? \_\_\_\_\_

**Please forward a copy of the most recent water test with application.**

**4.0 Compost Method and Equipment Used**

4.1 List the equipment used for handling raw ingredients and finished compost

Equipment	For Handling Raw Ingredients	Finished Compost

4.2 If you use the same equipment to handle raw materials as you use to handle finished compost, describe your cleaning/sanitizing procedures including any cleaning/sanitizing materials used.

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4.3 Describe your composting process, including whether it is aerobic or anaerobic and if your methods meet the requirements for compost for the Canadian Organic Products Regulations

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4.4 To what temperature do you bring your compost? \_\_\_\_\_

4.5 If you use the aerobic method, how many times do you turn the pile, while temperatures are in the thermophilic range?

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4.6 If you *do not* use the aerobic method of composting, describe your process and how you guarantee that all sections of the pile receive the required heat treatment in order to kill harmful pathogens and weed seeds.

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4.7 If you sell your product in bulk, what steps are taken to ensure the cleanliness of the vehicle used to deliver your product or do you only sell FOB?

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4.8 If you make mixes, is the mixing equipment only used for organic products?

Yes  No  N/A

4.9 If no, explain cleaning procedures and records to document this.

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4.10 Do you sell bagged compost?  Yes  No  N/A

If yes, do individual bags designate clearly that they are organic?  Yes  No

## 5.0 Audit Trail

Please forward the following with your application form.

- Map, diagram or aerial photograph of your farm/facility labelled clearly to include buildings, roads, and numbered fields and buffers where needed. It must be detailed enough to show everything clearly.
- Detailed directions and map for finding your farm/facility.
- Organic farm plan made in accordance with National Standard #4

You must have the following items available for verification by the inspector during your annual inspection for the audit trail (if applicable):

- Copy of most current water test.
- Farm transaction records including bills, invoices and any other relevant proof of purchases and sales of inputs and products
- Ingredient labels for purchased inputs
- Compost production records including temperature, turning and curing data.
- Mix recipes for each type of product
- Labels for finished, bagged products
- Complaint log

## 6.0 ACO Applicant Contract

Please read and sign the contract and return with your completed application.

I, \_\_\_\_\_, hereby certify that the above information is accurate and complete.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_