

Approved Organic Supplier List

List every supplier you buy organic products or ingredients from. Buy as organic only from suppliers on this list.

Supplier (name on certificate)	What you buy	Certifier	Certificate checked on	Product listed?	Next check due
<i>Example Farm LLC</i>	<i>Organic ginger, fresh</i>	<i>Name of certifier</i>	<i>Jan 5</i>	<i>Yes</i>	<i>Next Jan</i>

How to check a supplier

- Search for the supplier in the USDA Organic Integrity Database. It is free and public.
- Confirm the status says certified. Not suspended, surrendered, or revoked.
- Check the scope: crops, wild crops, livestock, or handling.
- Find the exact product you are buying on their list.
- Compare the name and address with the certificate and with the invoice.
- Save a dated copy in your supplier file.

This is a general template in plain words. The USDA organic regulations at 7 CFR Part 205 and your certifier's own forms are the final word. This is not legal advice.

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Supplier Check Log

Write down each check you make. Check every supplier when you first buy, at least once a year after that, and before a large order.

Date	Supplier	Status in database	Product on list?	Names match?	Checked by	Copy saved?
Jan 5	Example Farm LLC	Certified	Yes	Yes		Yes

Signs something is off

- ☐ The company is certified, but not for the product you are buying.
- ☐ The name on the invoice does not match the name in the database.
- ☐ The price is far below the market.
- ☐ They offer more product than an operation their size could produce.
- ☐ They are slow to send papers, or the papers look changed.
- ☐ The certificate date is old and they cannot send a newer one.

If you see one of these

Stop buying from that supplier as organic. Keep your records. Ask your certifier what to do. You can report suspected fraud to the USDA National Organic Program.

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Receiving Check for Organic Loads

Use one line for each organic delivery. This is the proof that what arrived matches what you ordered.

Date	Supplier	Product	Lot number	Amount	Labeled organic?	Papers match?	Clean, sealed?	Received by
Jan 12	Example Farm LLC	Ginger	L 0112	200 lb	Yes	Yes	Yes	

Look for these on every load

- The word organic and the lot number on the invoice or bill of lading.
- The supplier name matches your approved list.
- The truck or container is clean, and seals are in place if they were used.
- Nothing in the load that is not organic is touching your product.

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