**UNCERTIFIED HANDLER AFFIDAVIT**

Companies involved in “paper trades” or “brokering” can be excluded from certification. Similarly warehouses where products are received, stored, and shipped in the same package and label in which they are received are excluded from certification. These operations are responsible for maintaining the identity and organic integrity of the products in their custody, as well as providing verification of the certified organic source of these products.  This form:

1. Establishes whether the operation in question meets the exclusion for certification
2. Must be completed by the responsible person at the trade/brokerage office or warehouse

Organic products handled must be traceable to the last certified entity in the supply chain.  Therefore, if the company completing this form is excluded from certification, records showing the movement of products while in their custody must be readily available for verification upon request.

***The following is to be completed by the uncertified operation.***

**Date**:

**Name of Facility** *(Uncertified Operation)***:**

**Owner or Authorized Representative:**

**Physical Address:**

**Organic Handling Provided for** *(Name of QAI certified company)***:**

**Which type(s) of handling activities occur:**  **Dry storage**  **Cold storage**  **Freezing**  **Brokering  Trading  Wholesaling  Distributing  Labelling  Breaking into smaller lots  Other**

**Please complete the table below to describe handling activities:**

1. **Is this operation only trading/brokering and not 1) physically handling or labeling organic products or 2) contracting handling and/or labeling out to another vendor?**

**Yes  No**

**If yes, please skip to Question #10**

1. **Is the organic product packaged or enclosed in a container prior to being received, and does it remain in that enclosed container while it is under this operation’s control?**

**Yes  No**

**If no, explain**

1. **Does this operation handle any organic products that are not entirely enclosed in a package or container when received?**

**Yes  No**

**If yes, describe**

1. **Does this operation ever open packages or containers of organic product or combine or split loads of unpackaged organic product?**

**Yes  No**

**If yes, describe**

1. **Does this operation repack or further process the organic product, including sorting, culling, icing, hydrocooling, vacuum cooling, washing, reconditioning, high pressure processing (HPP), ethylene, controlled atmosphere treatment or any other processing? Repacking includes placing product into other packaging.**

**Yes  No**

**If yes, describe**

1. **Does this operation label, package, or re-label the organic product or apply a lot code/number of any kind?**

**Yes  No**

**If yes, describe and attach the label**

1. **Does this operation have a procedure for what do you do when incoming packages or containers of organic product have been damaged?**

**Yes  No**

**If yes, describe**

1. **Does this operation implement necessary measures to protect the organic product from contacting prohibited substances such as cleaners, sanitizers, pest control materials, nonorganic product, water that has contacted nonorganic product, or other prohibited materials while under your control?**

**Yes  No**

**If no, explain**

1. **Does the QAI certified operation retain ownership of the product while it is being handled by this operation?**

**Yes  No**

**If no, explain**

1. **Does this operation import or export organic products?**

**Yes  No**

**If yes, describe**

1. **Are detailed records maintained by this operation that disclose the description and amounts of specific lots of organic products received, transferred, stored or shipped?**

**Yes  No**

**If no, explain**

1. **Which audit trail records are maintained and accompany the delivery (if applicable) to link organic product back to its certified organic source? Check all that apply:**

BOL, purchase invoices and/or other audit trail records designate products as “organic” and include a description of the product, original lot numbers, and amount transferred.

Audit Trail records of Organic product received or brokered link directly back to the certified organic operation.

Organic certificate of the certified organic operation.

Other, please describe:

1. **Do you agree to provide copies of audit trail records to the certifier upon request?**

**If no, please explain:**

**Uncertified Handler Statement**

**I, the owner or legally authorized representative, attest that I am qualified to assess the validity of the statements in this affidavit and the statements are true and accurate to the best of my knowledge.**

**I acknowledge the above requirements for audit trail records and disclosure to the QAI certified operation and understand that failure to meet the audit trail record requirements or disclose records to the QAI certified operation may be cause for QAI to rescind approval of my operation as** **an approved uncertified organic handler and may be cause for compliance action against the QAI certified entity.**

**NAME (Facility Authorized Representative/Owner of Uncertified Handler):**

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:

QAI reserves the right to inspect any facility that takes physical possession of organic products owned by a QAI certified operation. If it is determined that the handling operation has misrepresented policies or procedures as stated on this form or acts in a manner that might jeopardize organic integrity or tracking of the organic product, the QAI certified operation using the facility will be notified. The QAI certified operation will be held responsible for correcting any noncompliance issues according to the timeline set by QAI.