**OCIA 2024 Certificate of Inspection Guidelines and Acknowledgement**

*This document outlines the requirements for Operations to request Certificate of Inspection (COI) documents. This acknowledgement will be renewed annually and must be provided by January 31 of each year or COIs will be denied.*

***Deadlines***The chart below illustrates the deadline to submit a COI request to OCIA. A COI must be ready in TRACES, **and** you must have submitted required documentation noted on the *Checklist* to OCIA **four full business days before shipment**. Failure to submit a COI in TRACES and also provide complete documentation by the deadline will lead to denial of the COI. All deadlines and times are based on Central Standard Time (CST) of the OCIA headquarters in Lincoln, Nebraska.

**For example, if you are shipping Sunday the 13th, you must submit everything by 11:59PM (Central Standard Time - CST) on Monday the 7th. This allows four full business days (Tuesday, Wednesday, Thursday, Friday) for review. Sample calendar:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **June 2024** | | | | | | |
| **SUN** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** |
|  |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7  Deadline for 13th Sunday shipments and Monday 14th Shipments | 8  **Deadline for 15th Tuesday Shipments** | 9  **Deadline for 16th Wednesday**  **Shipments** | 10  **Deadline for 17th Thursday Shipments** | 11  Deadline for 18th Friday Shipments | 12 |
| 13  **Sunday shipment** | 14  **Monday Shipment**  Deadline for 19th Saturday shipments | 15  **Tuesday Shipment** | 16  **Wednesday**  **Shipment** | 17  **Thursday Shipment** | 18  **Friday Shipment** | 19  **Saturday Shipment** |

*By signing this document, you agree to and acknowledge the following:*

1. *I have read this document in its entirety.*
2. *At the time a request for a COI is received by OCIA, the certified operation will be approved for all required equivalencies and programs to ship to the European Union, Switzerland, or the United Kingdom.*
3. *The operation will submit all required documentation (including the COI Checklist, all documentation noted on the checklist, COI in TRACES) by the deadlines noted in this document.*
4. *Failure to meet #2 and #3 will lead to denial of the COI.*
5. *After repeated instances of COI denial, OCIA will issue a major noncompliance. This may lead to suspension of the certification.*
6. *If I have not received confirmation from OCIA that a COI has been approved for my shipment in TRACES, I understand I may need to reschedule shipments.*
7. *As we are required to provide audit documentation to OCIA for each COI submitted, we will ensure our staff maintains records so they can be accessed by staff who submit COI requests.*
8. *I understand that COIs must be issued prior to shipment of product, there are no exceptions to this, and product cannot be sold as “organic” in Europe if the COI is not issued (i.e. signed) by OCIA prior to shipment.*
9. *I attest that all products are handled according to the applicable regulations/standards and failure to adhere to compliance requirements may lead to noncompliances and denials of COIs.*

*I attest that bulk shipments packed into supersacs or similar were repacked by a certified organic operation and will supply certification documentation with the COI request.*

1. ***Only for Peruvian operations selling coffee****: I attest that I will notify OCIA at least two weeks prior to shipping to the EU so OCIA can determine if they will sample the consignment*

**I acknowledge with my signature that I have read and understand the COI guidelines and understand that any failure to follow these terms will be cause for denial of the Certificate of Inspection.**

**Operation #**

**Legal rep for Operation (print name) Main Contact on file (print name)**    
Title Title  
    
Company Company  
  
     
Signature Date (*M/D/Y*) Signature Date (*M/D/Y*)

**Registered TRACES User (print name) Registered TRACES User (print name)**    
Title Title  
    
Company Company  
  
     
Signature Date (*M/D/Y*) Signature Date (*M/D/Y*)

Title  
   
Company  
   
Signature Date (*M/D/Y*)