

Private Label Licensing Information for Private Label Registrants

Thank you for your interest in OCIA International's Private Label Registration Program. This program provides a streamlined option for Private Label Registrants to have their labels affixed to organic products handled by an OCIA-certified Processor/Handler, without requiring separate organic certification for the Registrant.

Program Overview

Under the NOP and OCIA International Standards, the name of the certified facility that processed/handled the product last must be listed on the label. OCIA's Private Label Registration allows Registrants to use their branding while ensuring that all organic handling remains under the control of an OCIA-certified Processor/Handler. The Processor/Handler is the only facility authorized to apply OCIA registered trademarks, names, and/or seals—the Private Label Registrant may not use or apply the seal independently.

Key Benefits & Cost Savings

- ✓ No additional certification required for Private Label Registrants
- ✓ No separate inspection required for Private Label Registrants
- ✓ Lower fees—only a registration fee paid by the OCIA-certified Processor/Handler
- ✓ Simple annual renewal process

Label Requirements

The statement "Certified Organic by OCIA" must be included on the label under the name of the Private Label Registrant following applicable organic standards compliance requirements. No additional information may be placed between the company name and this statement.

Required Documentation for Registration

The documentation required for Private Label Registration is proof that an OCIA-certified Processor/Handler maintains the audit trail and handles all aspects of production. The OCIA-certified Processor/Handler is responsible for collecting and submitting the following documents annually:

1. Private Label Licensing Agreement
2. Private Labeling Licensing Annual Application
3. Private Label Registrant Form
4. Exempt Handler Affidavit (EHA) – *required for NOP certification*
5. Copies of all labels from the Registrant using the OCIA name, seal, or logo

6. Business Relationship Letter detailing the business relationship and responsibilities between the OCIA-certified Processor/Handler and the Private Label Registrant, with supporting documentation

This required documentation must be submitted to the OCIA-certified Processor/Handler that is certified to OCIA International and is applying the label to the product(s). This same information must be submitted for every OCIA-certified Processor/Handler who is used for the purpose of labeling the organic product.

Ongoing Compliance & Maintenance

- ✓ Annual Renewal – Registration must be renewed each year with updated documents and applicable fees.
- ✓ Notification of Changes – The OCIA-certified Processor/Handler must immediately report any changes to labels, management, ownership, or business relationships.
- ✓ Inspection Verification – The OCIA-certified Processor/Handler must maintain all ingredient and processing records, which will be reviewed during OCIA's annual inspection.

If the OCIA-certified Processor/Handler does not recertify with OCIA International, the Registrant can no longer use the OCIA International name, seal, or logo unless another OCIA-certified Processor/Handler is used or the Registrant requests certification from OCIA and it is granted.

Eligibility Criteria

Private Label Registration is only available for specific situations. The OCIA-certified Processor/Handler must handle all purchasing, processing, and labeling. The Private Label Registrant cannot take ownership of the product before it is in its final consumer package.

If the Registrant:

- ✗ Purchases, owns, or controls the ingredients → They must be certified
- ✗ Controls the manufacturing process → They must be certified
- ✗ Handles the product before final sealed packaging → They must be certified

For NOP certification, the final product must be sealed in tamper-evident packaging. If not, the Registrant must become certified as a Broker/Trader or Processor. Please see the attached chart for assistance in determining eligibility:

Private Label Registration Eligibility Checklist

1. Whose name is on the label?

- If the **OCIA-certified Processor/Handler** is listed as the processor of the final product, Private Label Registration is **not required**.
- If only the **Private Label Registrant** is listed and they are not certified with OCIA, Private Label Registration is **required**.

2. Who purchases, owns, and selects the ingredients?

- If the **Private Label Registrant** ever purchases, owns, or chooses the ingredients, they are **not eligible** for Private Label Registration and must become certified to use the OCIA name, seal, or logo.

3. **Who controls the manufacturing process?**

- The **OCIA-certified Processor/Handler** must control all aspects of production, including labeling.
- If the **Private Label Registrant** controls the manufacturing, Private Label Registration **is not allowed**.

4. **Are ingredient and processing records maintained?**

- The **OCIA-certified Processor/Handler** must maintain complete records to allow verification during inspections.
- If records are not maintained, Private Label Registration **cannot be granted**.

5. **For NOP products, is the final product in sealed, tamper-evident packaging?**

- If the answer is **no**, the Private Label Registrant must obtain certification.

Need Assistance?

For questions or help determining eligibility, please contact the OCIA International Office. We are happy to guide you through the Private Label Registration process.