



Instructions for Obtaining Approval for Organic Produce Certificates

These instructions outline the process of obtaining approvals using the electronic OPCs (Organic Produce Certificates). These instructions should be used in conjunction with “Guidelines for the Issue of Organic Produce Certificates to All Markets”.

Approval Process

1. Complete all details on the applicable OPC template.
2. Sign the Declaration of Exporter section. (Please note an electronic signature may **not** be used.)
3. E-mail the completed OPC to ofc@organicfoodchain.com.au prior to 3pm.
4. Your OPC will be reviewed for approval. If the OPC is approved the OPC will be issued a serial number and a copy will be emailed to you.
5. The copy with the original OFC seal and approving officer’s signature will be posted to you; this copy is used to facilitate the export of the consignment. (OPCs will be returned regular mail; if you wish them to be sent to you express please provide the office with pre-addressed express post envelopes.)

Alterations

- Any alterations required to be made on approved OPCs will require a new OPC to be completed. Please ensure the replacement OPC states “Issued as a replacement for OPC #####”.
- Please contact the office if alterations are required to be made on OPCs not yet approved.

Cancellations

- Please advise the office of any approved OPCs that have been cancelled.
- Return the original cancelled OPC to the office.

General Information

- All shipments of organic product over 10L/10kg require an OPC.
- OPC approval can only be given prior to the departure of the shipment from Australia.
- All details must be completed prior to OPC approval being granted.
- All EU OPCs must also have the following attached:
 - a. EU OPC Exporter’s / Manufacturer’s Declaration;
 - b. Origin of product/s listed (organic certification certificate);
 - c. Bill of lading / airway bill; and
 - d. Official government certification (e.g. veterinary public health certificate, phytosanitary certificate, etc.).



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- If all detail do not fit on one OPC and multiple OPCs are required for a single shipment please ensure this is noted on each OPC. Please contact the office so serial numbers can be assigned for your use.

Example:

OFC14001 would note "Page 1 of 2 refer to OPCs OFC14001 & OFC14002"

OFC14002 would note "Page 2 of 2 refer to OPCs OFC14001 & OFC14002"