

## **Process of Input Evaluation for use in Organic Agriculture**

### **Service Description**

-The service consists of an evaluation of the composition and the manufacturing process of a final product, and if applicable, of the raw materials used to make it. The evaluation is based on the lists of raw materials and/or substances allowed by the organic regulations and/or organic standards.

-As a result of the input analysis, an official evaluation document is issued indicating whether the composition, the production process, and the use of the input are in accordance with the requirements of the requested organic standard. Additionally, the client is given a guarantee document, which is a "Confirmation of Equivalence".

-The estimated time to complete the evaluation process is 30 days, after the Certification Body has received the evaluation request form, all of the additional information requested, a sample of the final product and the payment confirmation.

### **Process**

#### **1. Request**

Once the client communicates with Primus Auditing Ops Costa Rica showing their interest in the service, the request form is sent digitally, where the client must complete with all the necessary detailed information. Once the client fills out the document, it must be signed by the legal representative and then sent to the Certification Body. Subsequently, the client must send the original document (physical version) with the corresponding signatures to the Primus Auditing Ops Costa Rica office.

#### **2. Price Quote**

With the information from the client's request, the quote can be prepared and sent. The quote is calculated according to the number of supplies, indicated in the evaluation cost table. If the client is in agreement with the cost and approved the price quote, the legal representative must sign the agreement and send it back via email to the Certification Body.

#### **3. Service Agreement and Contract for the use of the Organic Seal or organic logo**

The service agreement is a document in which Primus Auditing Ops Costa Rica and the client, agree in lawfulness that they will adhere to the corresponding regulatory requirements for the execution of the process. In this agreement, Primus undertakes to maintain confidentiality, impartiality, and the absence of conflicts of interest before, during and after carrying out the evaluation process. In addition, it ensures that the information will NOT be used for other purposes or disclosed to third parties. It also establishes that any false, incomplete, or erroneously provided information by the client, absolves the Certification Body from all responsibility, regarding the service provided and the implications of the decisions made.

The contract for the use of the organic logo is a document that must be signed by the legal representative of the requesting company, in which it accepts several rules established by the Certification Body to be able to use the organic logo.

#### **4. Billing**

The Certification Agency prepares and sends the invoice for the full cost of the service. To start the evaluation process, the client must pay 50% of the total cost, the remainder is paid once the evaluation has been completed and before issuing the final version of the Guarantee.

#### **5. Evaluation of Input**

We proceed with the evaluation of the input. When doing the evaluation, it must be determined if it is a new product, in which case it must be assigned a code. When the renewal of the input comes up, the code that had been assigned previously is maintained.

During the evaluation, Primus may request additional information from the client that is required in order to complete the study. At times, an on-site inspection must be carried out, which are carried out when the input is a liquid fertilizer with more than 3% nitrogen, as indicated by law; this is an NOP restriction. Sometimes the Certification Agency is also free to decide whether an inspection is required for a certain product. The costs of these inspections are the responsibility of the client.

The client must provide the Certification Body with a sample of the final product. In addition, the Certification Body may request (during or after the evaluation process) samples of the raw material that make up the final product. If necessary, the Certification Body can identify and commercially acquire a sample to perform the corresponding analysis.

The authorized use for each product will depend on the guidelines and definition presented in each regulation, norm or standard, and the general classification will be as fertilizers or pesticides in pre-harvest and/or specific uses in post-harvest. According to the composition of each product, it will be specified/sub-classified within the evaluation.

The document with the result of the evaluation is sent to the application, which will need to be signed by the legal representative and re-sent to the Certification Body/ Primus Auditing Ops Costa Rica.

If the results of the evaluation indicate that the input is equivalent, an Endorsement “confirmation of Equivalence of products for use in organic agriculture” will be issued. If the results are negative, only the evaluation documents will be delivered.

The client must inform the Certification Body of any change in composition, production process, conditions of use, general information about the company and/or product data. In the event of changes in the conditions of use, composition modifications, and/or manufacturing process, the manufacturing company must have the electronic or written review, evaluation and authorization from the Certification Body.

## **6. Decision Letter and Evaluation**

If the input was approved, in addition to the evaluation document, a decision letter is sent which is a document that sets out the standards that the input managed to give me the Endorsement “Confirmation of Equivalence of products for use in organic agriculture.

Both documents are valid for one year and the client will have 1 month after expiration to carry out the renewal before the Certification Body/ Primus Auditing Ops Costa Rica. In the event that the client is not interested in doing the renewal, that communication must be sent to Primus.

The confirmation of use of a product can be sent as commercial disclosure in printed or electronic form on labels, websites or other, as long as the client has the review and written authorization by Primus.

In the event that the Certification Body / Primus Auditing Ops Costa Rica identifies and confirms a breach by the client, and/or manufacturer, it will proceed immediately to cancel and/or annul the Guarantee “Confirmation of Equivalence” and will carry out the subsequent communication.

## **7. Included in the list of official Inputs Endorsed**

Once the product is endorsed for use in Organic Agriculture, it is included in the official list of Inputs approved by Primus, which is periodically published in different electronic media (official page, Facebook page) and is available to organic operators who want to consult it.