**Instructions**: This form is to request a commodity and/or land addition. For each applicable section, attach the listed information. Please note that in order to complete an evaluation review it is the operators’ responsibility to verify that all commodities are approved before use/ distribution.

1. Company:
2. PA-OR:
3. Contact Name:
4. Phone Number:
5. Email Address:

*(the contact information above will be used as billing information)*

**Commodity Addition**

For **Crop Operations**, please submit the following information:

*(Product additions can only be added on certified organic land that has been inspected by Primus personnel. Products being added to land that has not physically been inspected will require an onsite inspection to be verified).*

1. Seed Purchase invoice certificate
2. Seed supplier’s letters
3. Seed label
4. Updated Map (identifying location where product is being grown)
5. Clear and visible copy of the product label
6. Updated Operation System Plan (OSP)

For **Handling Operations**, please submit the following information:

* 1. Copy of the Organic Supplier’s certificate
  2. Clear and visible copy of the product label
  3. Updated Operation System Plan (OSP)

**Land Addition (Crop Operations Only)**

Please submit the following information:

*(Land addition can only be done on certified organic land that has been inspected by Primus personnel. Land that has not physically been inspected, will require an additional on-site inspection)*

1. Updated map including new crop áreas
2. Updated OSP

Once completed, submit this form and attachments by email to [OrganicAdmin@PAO-USA.com](mailto:OrganicAdmin@PAO-USA.com)