Organic Exchange 100 Standard
2008, Version 1.2

The *Organic Exchange 100 Standard* (*OE 100*) is a standard for tracking and documenting the purchase, handling, and use of 100% certified organically farmed cotton fiber (or organic-in-conversion cotton fiber) in yarns, fabrics and finished goods.

New logo pending.

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Section A - General Information

A1 - Guidance and Development

A1.1 Introduction

Consumers around the world have become increasingly interested in buying food, apparel and other products that contain organic ingredients. As the market grows, it is essential to maintain their trust in the term "organic." While strong standards and regulations exist for organic foods, the cotton industry deals with some unique situations that require its own solutions.

An area of key importance to the growth of the organic fiber industry is the development of standards to support organic claims. While there are numerous standards to support full product claims (the farming *and* processing of the cotton), there have not been any to support fiber-only claims. Organic Exchange has stepped in to deal with this gap by working with experts from around the globe to develop the *OE Blended* and *OE 100* Standards.

A1.2 Choosing the Standard to Use

To determine whether to have your company and/or your suppliers certified against the *OE 100 Standard*, please consider the following issues:

To what level do you want to certify your products?

- **Products containing organic cotton, processed to a third party standard**
  There are a number of independent, third party standards that set out conditions for the use of organic cotton. These will address issues such as processing, social issues and quality, in addition to the requirements for organically grown fiber and support a different product claim than the OE standards. These standards are alternatives to the OE standards.

  Please visit www.organicexchange.org for further information about alternative standards, detailed in the *Organic Exchange Guide to Labeling Organic Textiles*.

- **Products containing 100% organic cotton and not processed to a standard**
  If your company or suppliers are making products that contain 100% certified organic cotton, and you do not require the processing to be certified to any given standard, the *OE 100 Standard* will provide the necessary requirements to back up your fiber claims.

- **Products containing a percentage blend of organic cotton**
  A blend is considered as any combination of organic cotton and conventional cotton or synthetic fibers. If your company or suppliers are making products with a variety of fibers and you have a minimum of 5% organic cotton content, your company and/or your product can be certified against the *OE Blended Standard*.

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The purpose of the *OE Blended Standard* is to ensure that organically grown cotton is being used to the percentage that is being claimed and to encourage the growth of organic cotton farming. It ensures the integrity of claims being made.

What claims will be made about the product?

The claims that can be made about a product will depend on the countries where the product is being sold and the requirements of the individual standard it has been certified to.

In the United States, there is a legal requirement that the cotton has been certified at the farm level to the National Organic Program standards for any product using the term 'organic'. In addition, truth in labeling laws apply (in the US, Canada, Europe and Japan), so it is the responsibility of the brand to ensure that all of its claims are accurate and can be backed up. Certification to a recognized standard provides excellent back up.

Note that it is the responsibility of each company to do its own due diligence to ensure that it meets all of the applicable legal requirements for the markets it is selling into. Note that the OE Standards are written for global use, and not for one particular market.

A1.3 Development of the Standard

The first OE standard was developed in 2004 by Rebecca Calahan-Klein, Graham Burden and Mark Prosé. It was written to support products containing a blend of organic and conventional cotton. In 2007 it was re-developed as the *OE Blended* to reflect the most current information available, and the input of a wider group of experts. At the same time, the *OE 100* was developed to support claims of 100% organic cotton content. In 2008 both the **OE 100** and *OE Blended* were revised again.

The work was led by Anne Gillespie, with the expert and generous input of the OE Certification Task Force, including:

Terry Young, *formerly of Organic Exchange*
Marcus Brugel, *Global Organic Textile Standard*
Marty Mesh, *Quality Certification Services*
Rainer Baechi, *IMO*
Ramkrishnan Balasubramanian, *Quality Certification Services*
Francis Blake, *Soil Association*
Hong Lee, *Control Union*
Mark Prosé, *Control Union*
Mecki Naschke, *IMO*
Sam Welsch, *Onecert*
Simone Hueber, *IMO*

A2 - OE 100 Standard

A2.1 Context

There are two broad categories of organic claims that companies can make: product claims and fiber claims. A product claim covers the organic standards that the fiber was grown to at the farm, as well as the standards to which it was processed along the production chain. There are a number of voluntary standards that support full product claims, including the *Global Organic Textile Standard*. For an overview of these standards, please refer to the *Organic Exchange Guide to Labeling Organic Textiles Products*.

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A fiber claim, on the other hand, only addresses the source of the fiber. To date, there have not been any standards that address the use of 100% organic fiber, despite the fact that this is the level of certification that many companies have been opting for. The *OE 100* has been developed to address this gap, so that companies have a means to ensure the validity of their 'Made with organically grown cotton' claims.

A2.2 What is the *OE 100 Standard*?

The *OE 100 Standard* is a standard for tracking and documenting the purchase, handling and use of 100% certified organic cotton fiber in yarns, fabrics and finished goods.

The *OE 100 Standard* helps ensure that consumers of organic cotton products can be confident that the product contains 100% certified organically farmed ingredients. It also provides a tool for companies to use in confirming that the products they are buying or selling contain the percentage of organic cotton that they have stated.

A2.3 Labeling to the *OE 100 Standard*

If the company chooses to label the finished products as containing organic cotton, it must use "Made with 100% organically grown cotton" or "Made with organically grown cotton," and make reference to the *OE 100 Standard*. Note that the *OE 100 Standard* can be applied to individual components of a product.

Please refer to the *Organic Exchange Guide to Labeling Organic Textile Products* and *OE Standards Logo Use* for further clarification and guidance on how and when to make claims and use the logo.

A2.4 What does the *OE 100 Standard* Require Companies to Do?

The *OE 100 Standard* requires companies to:

- use cotton that was purchased from a farmer who is a certified organic producer
- have 100% organic cotton content in their products (exclusive of sewing thread and non-textile accessories)
- handle the cotton in a manner that maintains its identity until it is spun into yarn
- handle and label the yarns, fabrics and finished goods containing organic cotton so that the purchase and use of certified organic cotton can be verified at each step of the manufacturing process
- maintain records that confirm that all required steps have been taken
- have an independent, licensed third party certify compliance with the *OE 100 Standard* for every party involved in producing the product

Note that the *OE 100 Standard* is a voluntary private standard. Companies are encouraged to use it as a way to ensure that they are receiving what they have requested from their suppliers, and to prove the integrity of their own claims.

A2.5 Organic-in-Conversion

The OE standards can also be used to certify that organic-in-conversion cotton is being used. All of the steps in the certification for "made with organically grown cotton" will apply to fiber that is in-conversion. Final products may be labeled as "made with X% organic-in-conversion cotton," and give reference to the OE standard.

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Section B - OE 100 Standard

B1 - Requirements for all Manufacturing Operations

B1.1 Scope

The inspection requirements of the *OE 100 Standard* will apply to each individual operation in the textile manufacturing process (e.g. ginning, spinning, weaving/knitting).

The *OE 100 Standard* can be applied to companies that produce products that contain 100% organically grown cotton. Note that this standard does not address any processing inputs.

B1.2 Preparation for Certification

When preparing for the initial inspection, the company seeking certification must prepare a document that contains:

1. A full description of the production units including:
   - Name of unit
   - Facility name and location
   - Activity being performed
   - Outputs being produced

2. A list of all the practical measures taken at the level of the unit to ensure compliance with this standard

The description, practical measures list, and statement of compliance with the standard must be signed by a representative of the company seeking certification.

This document will be verified by the certification body during the certification process. If deficiencies and non-compliances with the requirements of this standard are found, the certification body will issue a report to the company seeking certification. The company must countersign this report and take necessary corrective measures. Certification will be given only after deficiencies or non-compliance issues have been corrected by the applying company and confirmed by the certification agency.

The company seeking certification must ensure that it has valid certification from all of its suppliers of organic cotton.

B1.3 Providing Access to Facilities and Information

The company seeking certification must give the certification body, for inspection purposes, access to all parts of the unit and all premises, as well as to the accounts and relevant supporting documents. They must provide the certification body with any information deemed necessary for the purposes of the inspection.

When requested by the certification body, the company seeking certification shall submit the results of its own voluntary inspection and sampling programs.

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In addition, importers and first consignees must submit any import authorizations and certificates of inspection that are required for import from third countries.

Note that all companies that are successfully certified to the *OE 100 Standard* will be automatically listed on the Organic Exchange website. If they do not wish to be listed, they must contact Organic Exchange directly to be taken off the site.

B1.4 Conducting Annual Audits

The certification body must make a full physical inspection of the production/preparation units or other premises at least once a year.

Moreover, the certification body has the right to carry out unannounced inspection visits. The visits shall cover in particular those holdings or situations where specific risk or exchange of products from organic blend production with other products may exist.

B1.5 Documenting the Purchase and Sale of Organic Blend Inputs and Outputs

Records must be maintained to enable the company being certified and the certification body to trace the organic fiber as it moves through and between the different processing operations. Records must be current, complete, accurate, easily auditable and understood, and have to be held for at least five years.

Transaction certificates (Appendix C3.2) must be used to capture the transfer of goods from one company to another. Note that the certificates may reference the *OE 100 Standard*, or other standards that will meet or exceed the *OE 100 Standard* requirements (see section C1.4).

The information that certifiers will look for and verify includes:

1. The *supplier* of organically grown seed cotton (e.g. farmer)
2. The *seller* of bales of certified organic cotton fiber (e.g. gin)
3. The *quantities of inputs* containing certified organic cotton fiber delivered to the company seeking certification (e.g. the number of bales of certified organic cotton, amounts of yarn or fabrics containing organic cotton)
4. The *identity of the product* being produced, the *quantities, and the consignees* or buyers of the product

The data in the accounts must be documented with appropriate justification documents. These will include:

1. Inputs or incoming goods:

- Transaction certificate(s) that states that the organic cotton has been produced according to the applicable organic regulations. This certificate must be issued by an independent certifier that has been accredited or licensed to the standard named in the certificate (e.g. OE or GOTS).
- Invoices which show that the input has been purchased by the company seeking certification. The invoices and transport documents must contain a reference to the organic cotton purchased, including the name and identification code of the certification body.

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2. Outputs or outgoing goods

The company seeking certification shall have records of the following information on outgoing goods containing organic cotton:

- A copy of the packing list and/or other transport documents
- A copy of the transaction certificate that states that the products have been produced according to the *OE 100 Standard*
- Invoices that show that the outgoing goods have been sold by the company seeking certification to another party

3. Mass balance test

The records must demonstrate the balance between the inputs (e.g. certified organic cotton fiber, yarns or fabrics) and the outputs (e.g. yarn, fabrics or finished goods) containing the declared final amount of certified organic cotton fiber.

In its simplest form, the equation is A*(+/-B)=C.

A = Input of claimed organic raw material
B = Gain or loss from processing operation
C = Total amount of end product produced

The final percentage of gain or loss will be compared to the expected percentage and any differences will be investigated.

B1.6 Packaging and Transporting Inputs Containing Organic Cotton

The company seeking certification shall ensure that the inputs containing organic cotton must be transported to other units, including wholesalers and retailers, only in appropriate packaging, containers or vehicles that are closed in such a manner that commingling with other fibers or substitution of the content cannot be achieved without manipulation or damage of the seal. All shipments of organic cotton products must have a label stating:

1. The name and address (city and country) of the company seeking certification and, where different, of the owner or seller of the product
2. The name of the product, including a reference to the 100% organic content of the cotton contained in the product being shipped
3. The name of the certification body to which the company is seeking certification
4. The name of the standard that the product has been certified to
5. The lot identification number

Alternatively, this information can be presented on an accompanying document, if such document can be undeniably linked with the packaging, container, or vehicle of the product. This accompanying document shall include information about the company seeking certification and/or the transporter.

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B1.7 Storing Products Containing Organic Cotton

The storage of products containing certified organic cotton must be managed in order to ensure easy identification of lots and to avoid any commingling with other fibers.

B1.8 Products Suspected of not Satisfying the Requirements of the *OE 100 Standard*

When the company seeking certification suspects that an input that they have purchased or a product that has been manufactured is not in compliance with this standard, they shall withdraw references to the organic cotton content of the related product until they can confirm the valid certification of the product and inform the certification body immediately.

B2 - Specific Requirements for Ginning Operations

B2.1 Purchase of Seed and Sale of Raw Cotton Bales

Ginning operations processing organic cotton must purchase seed cotton that has been certified as organic by an accredited certifier.

The ginning operation must secure a copy of the organic certificates for the raw fiber (in compliance with the applicable standards) for the locations where the organically grown cotton was produced, as well as have an invoice and a transaction document that provides evidence of purchase by the ginning operation for the seed cotton.

Once the seed cotton has been ginned, the ginning operation must provide a transaction certificate that references the bales of organic cotton produced. The ginning operation must attach the appropriate field certificates to the bale(s) of cotton produced so that the identity of the cotton can be maintained.

In instances where many small farmers combine seed cotton harvests at a gin, the ginning operations can link all of the field certificates to each of the bales produced from the seed cotton purchased from the group of farmers.

Once the bales have been sold, the ginning operation must be able to provide a bale shipment record that indicates to whom the bales were sold.

B2.2 Handling of Seed Cotton and Raw Cotton

At the time of delivery of organic cotton, the ginning operation must have a segregated receiving area that is labeled with signs indicating that it is the area for storing organically grown seed cotton.

Prior to processing the organic seed cotton, the ginning operation must clean out the processing lines used for the organic cotton by running organic seed cotton equal to one bale of raw cotton through the process. The bale produced at the end of the clean-out process—the clean-out bale—is considered contaminated and cannot be sold as organic cotton; it can be sold as conventional cotton instead. The gin may also manually clean its machines to remove all traces of conventional fiber prior to processing the organic cotton. Note that the certifier may require extra steps for clean out.

The bales of organically grown cotton must be protected from commingling with any conventionally grown cotton.

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In order for the seed to be sold as "organic," the seed extracted from the organically grown cotton must be sent to either a segregated collection and storage area, or one that has been cleaned and is free of contamination prior to the ginning of the organically grown cotton. These areas must be clearly designated as organic cotton seed collection and storage areas.

B2.3 Labeling

Each bale of organically grown cotton must be labeled as "organic cotton." The bale label must also have the bale number, and list the field certificate(s) associated with the cotton contained in the bale.

B2.4 Certifications Required

Ginning operations must be certified to the OE Standard or a recognized international or national organic standard. See Appendix C1.4, "Accepted Organic Standards," for a list of acceptable organic standards.

B3 - Requirements for Warehousing Operations

B3.1 Purchase and Sale of Cotton

If an organic cotton bale is sent to a warehouse for storage, the warehouse that receives and subsequently sells the bale must be able to document these transactions with appropriate receipts and invoices or shipment records.

B3.2 Handling and Use of Cotton

If the organic cotton is labeled by the ginning operation as described in B2.3, "Labeling," in "Requirements for Ginning Operations," and handled in accordance to B1.6, "Packaging and Transporting Inputs Containing Organic Cotton," no additional requirements for handling are necessary.

Note that certifiers have the right to do residue tests randomly or in any case of doubt.

B3.3 Labeling of Raw Cotton Bales

The warehouse must ensure that the labeling on bales conforms to the requirements set out for ginning.

B3.4 Certifications Required

All warehouses for each production step must be listed and inspected as part of the overall certification process to ensure protection from commingling or confusion with other fibers. All other warehouses (i.e. in transit) must be listed and may be inspected.

B4 - Requirements for Spinning Operations

B4.1 Purchase and Sale of Cotton and Yarns

Records must be maintained to enable the company seeking certification and the certification body to trace the organic fiber as it moves through and between the different processing operations. Refer to section B1.5, "Documenting the Purchase and Sale of Organic Blend Inputs and Outputs," for the general record-keeping requirements.

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In addition, the spinner must have records that indicate the quantities and bale references assigned to each blending in the blowroom.

B4.2 Storage, Handling and Processing of Fiber and Yarns

Storage

At the time of delivery, the spinning operation must have a segregated receiving area, clearly labeled with signs indicating that it is the area for storing organically grown cotton fiber bales. The facility must comply with the standards set out in B1.7, "Storing Products Containing Organic Cotton."

Handling and Processing

The spinner shall follow the procedures below when preparing products that contain certified organic cotton:

1. Prior to laydown, certified organic cotton shall be transported and stored separately to, and segregated from, conventional cotton fiber.
2. Organic cotton must be run through the entire spinning process then sold as 'conventional' yarn. The certifier will determine the amount of organic cotton considered sufficient to fully clean out the machinery. It is also acceptable to do a thorough physical cleaning of the machinery prior to running organic.
3. The movement of the fiber from laydown, through opening, carding, combing, spinning and winding shall be traceable through documentation recording the machine / bin numbers.
4. The spinner must have an effective system in place to track the organic cotton yarns and protect from confusion or commingling.
5. After packing, each carton must be labeled very clearly, indicating that the yarn contains 100% certified organic cotton.
6. The product shipment documentation for 100% organic yarns must declare the bale lot references of the organic cotton used.

The certification body shall inspect the areas of the spinning operation described above to ensure that appropriate steps have been taken to protect the identity and integrity of the organic inputs contained in the product produced in the spinning operations.

B4.3 Labeling of Organic Yarns

Yarns containing 100% organic cotton shall be labeled with the bale lot references of the organic cotton used.

B4.4 Packaging and Transporting Inputs Containing Organic Cotton

The spinner must ensure that all outgoing goods are packaged and shipped in accordance to the requirements laid out in section B1.6, "Packaging and Transporting Inputs Containing Organic Cotton."

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B5 - Requirements for Weaving/Knitting Operations

B5.1 Purchase and Sale of Yarns and Fabrics

Records must be maintained to enable the company seeking certification and the certification body to trace the organic fiber as it moves through and between the different processing operations. Refer to section B1.5, "Documenting the Purchase and Sale of Organic Blend Inputs and Outputs," for the general record-keeping requirements.

B5.2 Storage, Handling and Processing of Yarns and Fabrics

Storage

The storage of yarns and fabrics containing certified organic cotton must be managed in order to ensure identification of lots and to avoid any mixing or confusion with any other products.

Handling and Processing

The fabric manufacturer shall use 100% organic yarns for products that are to be certified to the *OE 100*. All rolls of *OE 100* fabric will have a sticker on the bolt stating that they contain 100% organic cotton.

After packing the fabric or finished goods, each carton / box must be labeled very clearly indicating that the product contains 100% organically grown cotton.

The product transport documents (eg: shipping advice, invoice, packing list) for organic fabric or finished goods are to declare:

1. The yarn lot references of the yarns containing organic fibers used
2. 100% certified organic cotton content of the yarns used to produce the fabrics and/or finished goods

The certification body shall inspect the areas of the weaving or knitting to ensure that the mill has taken adequate steps to protect the integrity of the organic cotton yarns and the fabrics they have gone into.

B5.3 Labeling of Fabrics and/or Finished Goods Made from Yarns Containing 100% Organic Cotton

Fabrics or finished goods containing 100% organic cotton shall be labeled with:

1. A sticker on the bolt or package stating 100% organically grown cotton content
2. After packing the fabric or finished goods, each carton/box must be labeled very clearly indicating the fabric is made with 100% certified organically grown cotton

B5.4 Packaging and Transporting Inputs Containing Organic Cotton

The mill must ensure that all outgoing goods are packaged and shipped in accordance to the requirements laid out in section B1.6. 'Packaging and transporting inputs containing organic cotton."

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B6 - Requirements for Dyeing/Finishing

B6.1 Purchase and Sale of Fabric

The company which dyes, finishes or otherwise processes fabrics or garments prior to their final assembly needs to provide documentation that shows that the fabrics and/or finished goods containing organic cotton were received by the finishing company, processed and sent on for final assembly. The percentage of organic cotton in the fabrics must be noted in the documents.

B6.2 Handling and Use of Fabrics

No specific requirements exist for fabric finishing operations beyond what is set out in section B1, "Requirements for All Manufacturing Operations Seeking Certification."

B6.3 Labeling of 100% Organic Product

The fabric finishing operations must label the processed fabric and/or finished goods with a label that matches the information provided by the fabric manufacturer. Specifically:

1. All rolls of *OE 100* fabric will have a sticker on the bolt or package stating 100% organically grown cotton content
2. After packing the fabric or finished goods, each carton/box must be labeled very clearly indicating the fabric is made with 100% certified organically grown cotton

B7 - Requirements for Manufacturing Operations

B7.1 Purchase and Sale of Yarn or Fabric

The company that assembles the final product needs to provide documentation that shows that the yarns or fabrics containing organic cotton were received, processed and sent on for sale by a wholesaler or retailer.

B7.2 Handling and Use of Yarns and Fabrics

Cut & sew or sweater knitting operations must be able to trace the receipt of yarns or fabrics and the transformation of that yarn or fabric into specific finished product lots.

B7.3 Labeling of 100% Organic Product

The manufacturing operations may label finished goods as being made with 100% organic cotton. After packing the finished goods, each carton/box may be labeled as containing goods 'Made with 100% organically grown cotton."

Non-fiber trims (eg; buttons, zippers – including tape) as well as sewing threads are not required to be organically produced.

For more information, please see the document *OE Standards Logo Use*.

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B8 - Requirements for Wholesale/Retail Operations

B8.1 Labeling of 100% Organic Product

Labeling of products (finished garments, fabrics or yarns) that are certified to *OE 100* is optional for wholesalers and retailers. However, if they choose to describe the organic cotton content and use the logo, they are responsible for ensuring that:

1. They have valid transaction certificates from the last stage of production (e.g. sewing)
2. The labeling or consumer communication conforms with the language stated in Section A2.3
3. The labeling meets the legal requirements of the country where the products are being sold.

Please refer to the *Organic Exchange Guide to Labeling Organic Textile Products* and *OE Standards Logo Use* for further clarification, www.organicexchange.org.

B9 - Requirements for Subcontractors

B9.1 Certification Requirements for Subcontractors

In the case of subcontracting, as long as the company doing the subcontracting work does not take ownership of the goods, no inspection or certification is required. All subcontractors and the operations they are performing must be identified.

B10 - Final Notes

Keep in mind that there are a number of companies that are currently certified to the old OE standards. We will allow these certifications to be used until the end of their validities or to the end of January 2009 (whichever is later), but after that all future certification must be done to the new standards.

Organic Exchange reserves the right to refuse to license a certifier against the OE standards.

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Section C - Appendix

C1 - Tools and Resources

C1.1 ***String* Online, Value Chain Traceability Service**

Organic Exchange has developed *String*, an online tracking and traceability service, in partnership with Historic Futures (UK) to help companies and their supply partners easily and efficiently document the purchase and use of certified organic cotton. This is an excellent tool to facilitate tracking and certification. More information can be found at www.organicexchange.org.

C1.2 *Organic Exchange Guide to Labeling Organic Textile Products*

The *Organic Exchange Guide to Labeling Organic Textile Products* has been developed to provide increased clarity for brands and retailers trying to understand how to most accurately and effectively label their products containing organic fiber. An OE Advisory Committee consisting of certification experts from around the world contributed to the development and review of this document.

The guide is free to members of Organic Exchange, or can be purchased on its own by non-members. For more information please visit www.organicexchange.org.

C1.3 Accreditation Standards

IFOAM - www.ifoam.org
NOP, US Department of Agriculture - www.ams.usda.gov/nop
EU 2092/91 - http://europa.eu.int/eurlex/en/consleg/main/1991/en_1991R2092_index.html

C1.4 Accepted Organic Standards

In order to streamline the certification process, Organic Exchange will recognize the certification to other organic handling standards for specific processes, as long as these standards meet or exceed the OE Standards. Recognized standards currently include GOTS (with 100% organic cotton content only), NOP, EU 2092/91 and IFOAM. Certifiers to these standards must be accredited by USDA, IFOAM, ISO 65 or EN 405011 for the appropriate standard. Additional standards will be accepted upon review by Organic Exchange.

Transaction certificates (Appendix C3.2) must be used to capture the transfer of goods from one company to another. Certifiers must accept valid transaction certificates from all certification bodies that have been licensed to the OE standards.

If a company or certifier wishes to have a national or international standard that is not accredited by one of the above bodies, they can submit the standard to Organic Exchange for approval. Note: Assessment of the standard will involve a reasonable time and fee.

C1.5 *OE Standards Logo Use*

For detailed information on the allowed use of the *OE 100* and *OE Blended* logos, please read through *OE Standards Logo Use*, which can be fount at www.organicexchange.org.

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C1.6 Questions and Additional Information

For questions or additional information about the *OE 100* or the *OE Blended* standards, please contact certification@organicexchange.org.

C2 - Definitions

Organic cotton: Organic cotton (or "organically grown cotton") is cotton grown without the use of toxic and persistent pesticides or fertilizers, sewage sludge, irradiation or genetic engineering, and is certified by an accredited independent organization.

Accreditation: The process by which third-party entities are evaluated and endorsed to conduct certification activities in connection with a given standard.

Bale: Unit of measure for ginned cotton: a bale typically weighs 500 lbs, or 226.8 kg.

Bale certificate: A document attached to each bale of cotton, giving information on fiber origin, fiber specifications, weight and organic certification. This document is issued by the gin.

Biological cotton: Another term for organic cotton. Note that anywhere the term "organic" is used in this document, "biological" can be substituted.

Blend: Any combination of organic and conventional natural or synthetic fibers.

Blowroom/Laydown: The first step in the spinning process in which bales of cotton fiber are laid end to end to allow vacuum rakers to pick up and transport the fibers to the cleaning and carding machines.

Carding: A process in which raw cotton is separated, opened, cleaned, and made into sliver.

Certified grower: A farmer who produces organic cotton in fields or farming operations that have been certified by accredited certifiers as following organic farming practices.

Combing: A process in which cotton fibers are combed to make them parallel in the sliver and to remove short fibers.

Drafting/Drawing: Synonymous terms, the process by which slivers of fiber are pulled out or extended after carding or combing to create an increasingly thin bundle.

Fiber opening and separation: A mechanical process for loosening and untangling raw cotton in order to blend and spin yarn.

Ginning: A process that involves separating raw cotton from the seeds in the harvested cotton bolls and creating bales of cotton.

Organic-in-Conversion: Fiber must be grown organically for between two and three years (depending on the organic standard) before receiving organic certification. During this time the cotton is called "organic-in-conversion."

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Sliver: A loose, soft, untwisted strand or rope of fiber resulting from carding.

Spinning: The operation in yarn manufacturing consisting of drawing, and twisting newly spun yarn on to a device such as a bobbin, spindle or cop.

Transaction certificate: A certificate supplied by the organic certifier, confirming that the traded product has been produced to a specific standard. The quantity, certifying agency and certification standard will all be identified. Transaction certificates are typically issued when goods are changing ownership and are mandatory for raw cotton and yarn.

Unit: The facility in which a specific operation is taking place: gin, spinning mill, knitting or weaving mill, dyeing and finishing unit, and sewing factory.

Yarn count: A measure of yarn size.

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C3 - Sample Documents

C3.1 Field Certificate

Quality Certification Services
(QCS)

Hereby certifies that

Name of farm
Address

Meets the strict standards to be

CERTIFIED ORGANIC

Quality Certification Services, a USDA National Organic Program and ISO-65 compliant organic certification program, has determined, based on a review of the above named entity's application and records, and inspection of its fields, facilities and processes, that the above named entity meets or exceeds the appropriate and applicable standards of organic production, handling, and processing. In displaying this certificate, the Certified Entity warrants that it is in, and will remain in, full compliance with the organic standards set by the USDA National Organic Program.
This certification does not expire and is good until surrendered, suspended, or revoked.

Identification Number:

Effective Date:

ACREAGE	PRODUCT
acres	**Crops** (See Product Verification for more information.)

P.O. Box 12311
Gainesville, FL 32604
Phone: 352-377-0133

Certification Coordinator

CS-E-01,V1,R1,9-17-04

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C3.2 Transaction Certificate

CERTIFICATE OF INSPECTION FOR TEXTILES PROCESSED ACCORDING TO THE OE 100 STANDARD

1. Body issuing the certificate (name and address)
Institute for Marketecology
Weststrasse 51
CH-8570 Weinfelden

2. Accreditation No.
CH-SCES 004
Reference number of the certificate
37300/7172/8

3. Exporter / vendor of the product (name and address)
Name of Exporter: dyeing, finishing, sewing mill

4. Inspection body (name and address)
Institute for Marketecology
Weststrasse 51
CH-8570 Weinfelden

5. Producer or last processor of the product * (name and address)
Producer name: dyeing, finishing, sewing mill

6. Country of dispatch
Indonesia

7. Importer / buyer of the product (name and address)
Importer name: retailer

8. Country of destination
Germany

9. Consignee of the product (Address of the place of destination)
Retailer:

10. Marks and numbers: Container No, Lot No., etc.
Trade name of the Product
Underwear for men and women, 100% organic cotton
Transport document No.:
Container No.:
Transport Company
Identification Code
Bale, lot, serial No.
Production year

11. Gross weight (kg)
17.500 kg

12. Net weight (kg)
17.000 kg

13. Alternative units *
1000 pieces

14. Declaration of the body issuing the certificate
This is to certify that the cotton used for the products designated above has been produced in accordance with organic production methods and that the products have been processed in accordance with the OE 100 Standard. Compliance with these standards is continually monitored by the inspection body mentioned in box 4.

15. Additional declaration (if appropriate)
According to invoice no. 7890 , dated 25.05.2008

16. Place of issue of the certificate
CH-8570 Weinfelden
Date
13/10/20088
Name and signature of the authorised person
Mecki Naschke

INSTITUTE FOR MARKETECOLOGY control IMO www.imo.ch CERTIFIED QUALITY

Stamp of the issuing body
Institute for Marketecology
Weststrasse 51
CH-8570 Weinfelden